



**AISP 1986 Information Processing Salary Survey
Results**

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ANALYSIS OF SURVEY

AISP's 1986 *Information Processing Salary Survey* reports annual salary information for 39 job titles, 15 industries and over 100 specific types of industries for the United States and its major metropolitan areas. The survey also provides useful data for high, low and average annual salaries as well as high and low salary ranges and annual bonuses. This year over 400 companies and 3,721 employees are included in the data.

USE OF SURVEY

It is recommended that you use careful judgement when comparing the positions and salaries in this survey with those of your own company. Review each job description—do not be guided by the job title alone! The figures are an excellent general guide for salary administration, but must be used in conjunction with other factors, such as individual performance, length of employment, productivity and organizational policy.

Figures for positions for which there are fewer than six companies reporting are subject to interpretation and, therefore, should be used with caution. Tables for metropolitan areas or industries that yielded a small response in several job categories were eliminated from the report.

The 1986 *Information Processing Salary Survey* is an accurate compilation of salaries reported for specific jobs described in our questionnaire (a copy of which is reprinted here for you). Because of the confidential nature of the survey, information from individual organizations is not available.

DATA TABLES

Salary information in this report is arranged by job title. Each job title and its job description is included with data tables that focus on geographic regions, metropolitan areas and industries.

Following is a description of each of the columns in the data tables:

Number of Companies (No. Comp.) represents the total number of companies meeting the given criteria that reported information for a specific job title.

Number of Employees (No. Emp.) represents the total number of employees meeting the given criteria.

Average Correlation (Avg. Corr.) is the average of a real number ranging from 0.0 to 1.0 that was reported by survey participants. The average correlation indicates how closely AISP's job description for a given position matches the job responsibilities of the individual or group for which salary information was reported. Salary information for those individuals or groups whose reported correlation was less than 0.5 was eliminated to maintain the integrity of the results.

Average Hours/Week (Hrs/Week) represents the average number of hours that the individual or group works per week. Salary information for individuals or groups working less than 20 hours per week was eliminated to maintain the integrity of the results.

Annual Salaries—Average is the average annual salary for the job title meeting the given criteria.

Annual Salaries—Low is the lowest reported annual salary for the job title meeting the given criteria.

Annual Salaries—High is the highest reported annual salary for the job title meeting the given criteria.

Average Salary Ranges—Low is the average of the figures in the reported low annual salary range for the job title meeting the given criteria.

Average Salary Ranges—High is the average of the figures in the reported high annual salary range for the job title meeting the given criteria.

Average Annual Bonus is the average of the annual bonus reported for the job title meeting the given criteria.

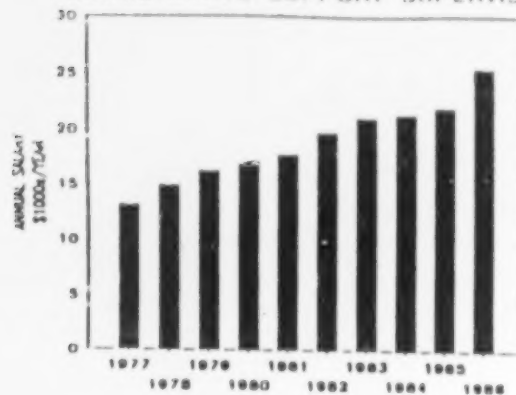
Number of Bonuses Reported is the total number of annual bonuses that were reported for the job title meeting the given criteria.

AISP INFORMATION PROCESSING SALARY SURVEYS
 SALARY TRENDS: 1977-1986 FOR SELECTED JOB TITLES
 SALARY FIGURES ARE REPORTED IN \$1000S/YEAR
 USING 1986 JOB TITLES

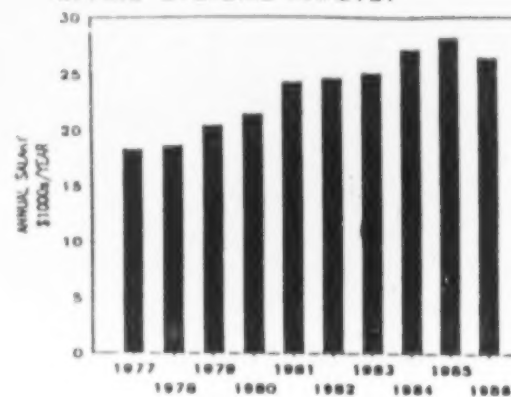
TITLE	1977	1978	1979	1980	1981	1982	1983	1984	1985	1986
WORD PROCESSING OPERATOR	8.9	9.5	10.1	11.4	11.9	13.3	13.9	14.3	15.2	15.5
WORD PROCESSING SPECIALIST	9.7	10.7	11.0	12.4	13.3	14.4	15.2	16.2	17.0	17.5
SENIOR WP SPECIALIST	10.4	11.5	12.2	13.6	14.5	15.6	16.8	17.8	18.9	19.6
WORD PROCESSING SUPERVISOR	12.2	13.7	14.3	16.1	17.1	18.9	20.0	21.0	22.4	23.6
WORD PROCESSING MANAGER	14.5	16.4	18.6	19.4	20.5	23.0	24.4	26.4	27.3	28.5
PROOFREADER	9.3	10.2	11.2	12.0	14.0	13.6	14.5	15.4	15.9	16.3
ADMIN. SUPPORT SUPERVISOR	13.2	15.0	16.3	16.9	17.8	19.8	21.1	21.4	22.0	25.5
ADMIN. SUPPORT MANAGER	16.8	16.4	20.2	23.0	24.2	24.3	26.0	28.2	28.2	33.4
OFFICE SYSTEMS ANALYST	18.4	18.7	20.5	21.5	24.4	24.7	25.2	27.3	28.3	26.6
MGR. INFORMATION CENTER	N/A	N/A	25.5	30.1	29.3	31.3	31.7	33.9	35.0	39.4

AISP SALARY SURVEY TRENDS 1977-1986
SELECTED 1986 JOB TITLES
SALARY FIGURES ARE REPORTED IN \$1000s/YEAR

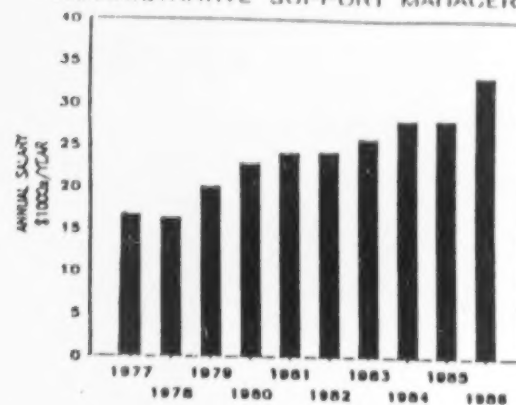
ADMINISTRATIVE SUPPORT SUPERVISOR



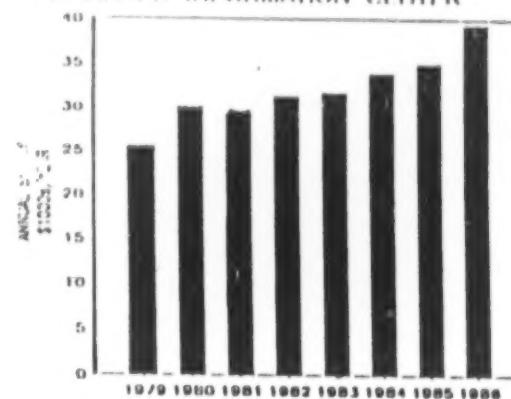
OFFICE SYSTEMS ANALYST



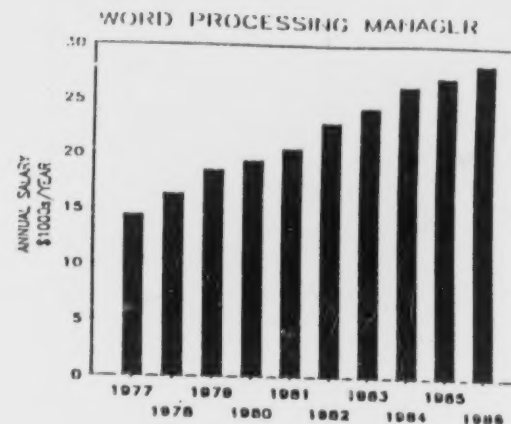
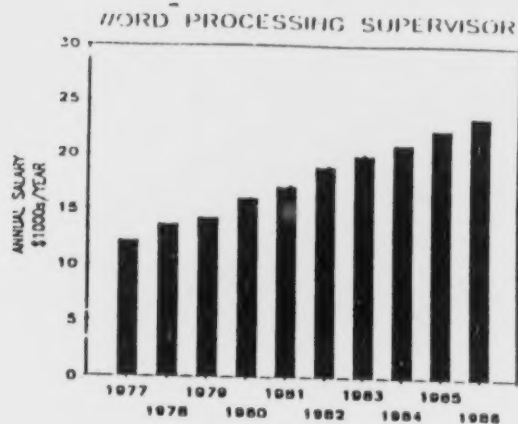
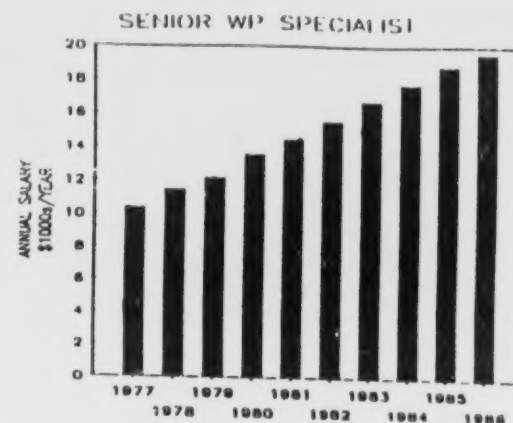
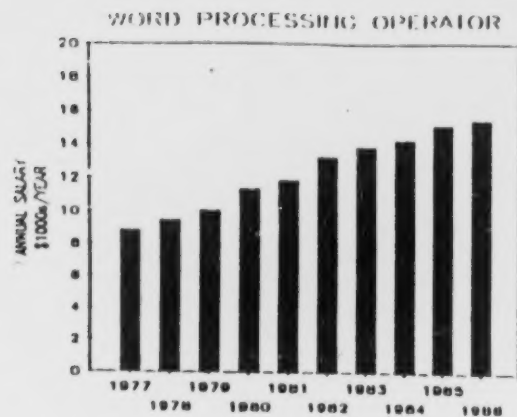
ADMINISTRATIVE SUPPORT MANAGER



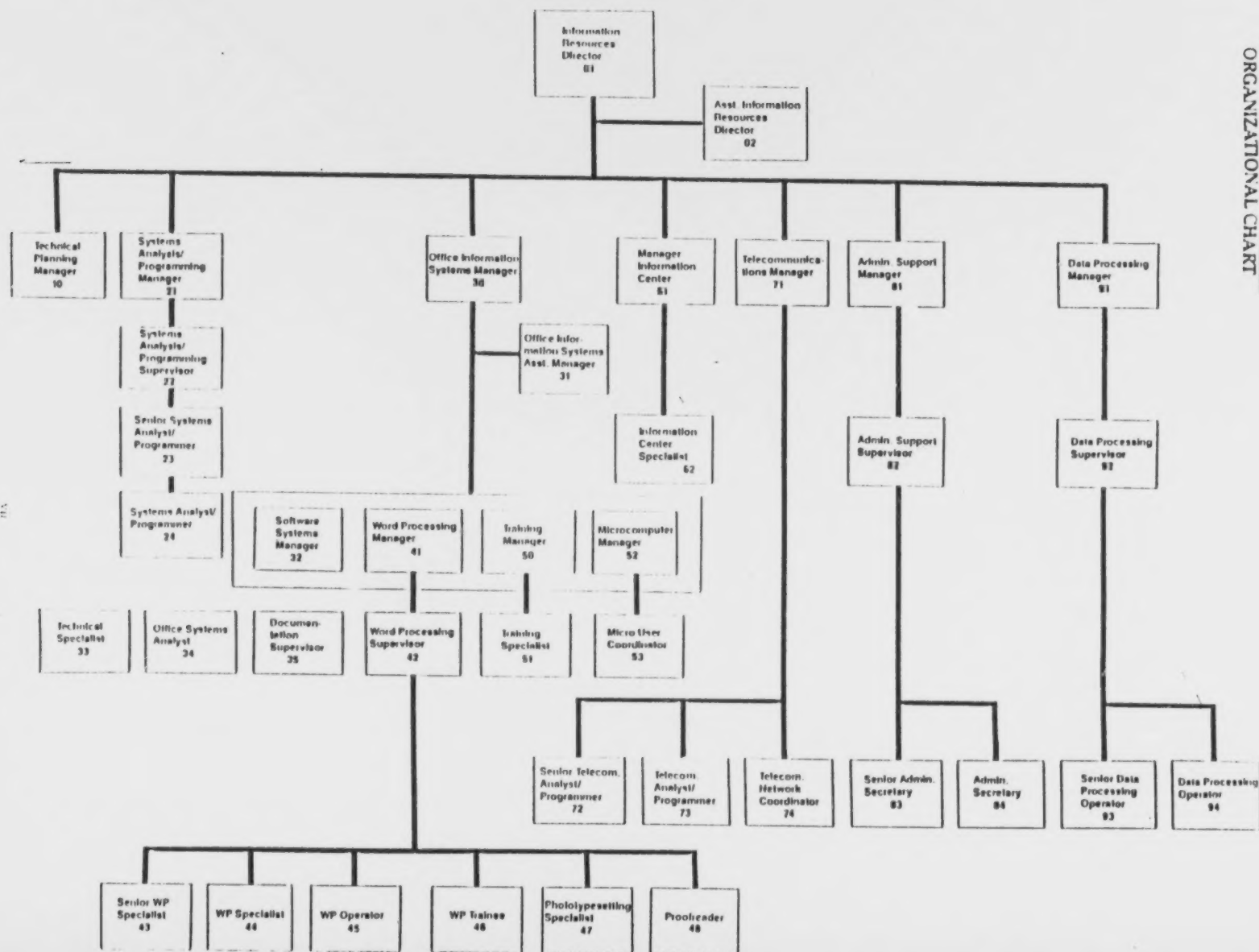
MANAGER INFORMATION CENTER



AISP SALARY SURVEY TRENDS 1977-1986
SELECTED 1986 JOB TITLES
SALARY FIGURES ARE REPORTED IN \$1000s/YEAR



ORGANIZATIONAL CHART



JOB DESCRIPTIONS

01 Information Resources Director

Responsible for all of an enterprise's information processing activities, including systems analysis, programming and computer and auxiliary operations. Controls liaison between information processing subgroups and support groups. Controls policies, procedures, technical standards, methods and priorities. Reports to management on information processing plans, projects and performance.

02 Assistant Information Resources Director

Provides assistance to Information Resources Director in directing information processing activities. Assumes managerial responsibilities in the IR Director's absence. May have line management function.

10 Technical Planning Manager

Provides technical assistance to facilitate planning, design, installation, modification and operation of corporate information processing and resource management. Using technical specifications and other criteria, analyzes user and vendor proposals for acquisition of hardware, software and technical services. Evaluates proposed and actual projects. Prepares long-range and short-range plans for the selection of information processing applications, systems development and maintenance and support activities.

21 Systems Analysis/Programming Manager

Manages all corporate systems analysis and programming activities. Reviews all systems project requests. Coordinates schedules and related departmental activities. Provides direction and guidance to project personnel. Reviews and evaluates work of subordinate staff. Prepares performance reports and activity and progress reports regarding all systems analysis and programming.

22 Systems Analysis/Programming Supervisor

Project or department-oriented supervision of all applications systems analysis and programming personnel. May provide quality assurance review. Recommends hirings, terminations, promotions and other personnel actions. Follows policy direction regarding applications standards and budget.

23 Senior Systems Analyst/Programmer

Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs and documents programs. Develops or modifies procedures to solve complex problems using information processing technology; understanding system limitations, operating time and desired end result. Competent at the highest technical level of applications systems analysis and programming.

24 Systems Analyst/Programmer

Under general, direct or immediate supervision, formulates system scope and objectives through research and develops or modifies information processing systems. Prepares, or assists in preparing, detailed specifications from which programs will be written. Designs, codes, tests, debugs maintains and documents programs. Competent to work in many phases of applications systems analysis and programming.

30 Office Information Systems Manager

Responsible for all office information systems activities, such as word processing, facsimile, communications and personal computers. Responsible for administration of staffing requirements, user liaison, training programs and coordination of support with other departments. Has high degree of technical competence, projects hardware/software/personnel requirements and develops standards for applications. Advises subordinates on administrative policies, technical problems, priorities and methods. Reports to management on plans, projects and performance.

31 Office Information Systems Assistant Manager

Assists OIS manager in directing OIS activities. Assumes managerial responsibility in manager's absence. May have direct responsibility for administration or coordination of a few functions, such as PC support, word processing, telecommunications, etc.

32 Software Systems Manager

Responsible for all software systems analysis and programming activities. May include telecommunications and database management, and configuration and capacity planning, systems performance analysis and optimization. Projects software and hardware requirements in conjunction with other managers. Develops standards for all software applications. Directs the interfacing of software systems with hardware configurations and applications systems. Provides technical guidance to all members of the information processing staff. Assigns projects, reviews and evaluates work and prepares performance reports. Advises subordinates on procedures, technical problems, priorities and methods.

33 Technical Specialist

Provides technical guidance for the planning and monitoring of information processing operations. May advise on organizational, procedural and work flow plans and methods. Evaluates proposed and actual projects. Plans and recommends system modifications or additions to improve processing capacity. Prepares cost estimates for current and proposed projects. May evaluate vendor proposals for purchases of hardware. Manages recording and reporting of system malfunctioning and maintenance.

34 Office Systems Analyst

Advises and assists office information systems supervisors and managers regarding the planning, directing and monitoring of OIS operations and projects. Conducts studies, reviews operations and recommends appropriate staffing, procedures and systems modification.

35 Documentation Supervisor

Assigns systems documentation work to personnel and supervises, reviews and evaluates their activities. May perform documentation tasks. Advises subordinates on procedures, technical problems, priorities and methods.

41 Word Processing Manager

Responsible for the overall operation of a corporate word processing function, including guidance of supervisors, personnel administration, staff requirements, user liaison and evaluation, design and implementation of future word processing systems. Is also responsible for budgets, overall production reports and may coordinate services with other information systems functions.

42 Word Processing Supervisor

Responsible for the operation of a word processing group or subgroup. Schedules and coordinates work flow, assists word processing personnel in document production and in establishing and maintaining quality standards. Analyzes production data and procedures, identifies potential improvements and may be partially responsible for budgets and equipment recommendation.

43 Senior Word Processing Specialist

May act as assistant supervisor. Familiar with all the information processing equipment within the installation. Responsibilities include coordinating and assigning work, analyzing requirements for specific projects, communicating with users, compiling production statistics and recommending changes in center procedures. May also assist in training personnel.

JOB DESCRIPTIONS (Con't.)

44 Word Processing Specialist

Can format, produce and revise complicated documents, such as lengthy technical and statistical reports from complex source information. Competent in electronic file management. Exercises independent action when interpreting instructions to produce a quality document, understands proofreader marks and assumes full responsibility for document accuracy and completeness. Has a thorough knowledge of center procedures and maintenance of records.

45 Word Processing Operator

Typically has six to 24 months word processing experience. In addition to having all the qualifications and functions of a word processing trainee, a word processing operator handles special documents, meets established quality standards, uses all of a system's text editing functions and is familiar with department terminology and company practices.

46 Word Processing Trainee

Entry level position for those having less than 12 months word processing experience. Must have adequate typing skills, good knowledge of grammar, punctuation, spelling and formatting, the ability to use handbooks and other reference materials and be oriented toward teamwork and the use of machines. A trainee's functions include routine transcription and manipulation of text from various types of source information. Maintains own production records and may be required to proofread own work.

47 Phototypesetting Specialist

An operator who enters special codes while keyboarding and revising text that is to be output on a photocomposition system. Has knowledge of points, picas, typefaces, leading, format requirements, production techniques and other aspects of typesetting.

48 Proofreader

Proofreads typed copy for text content, spelling, punctuation, grammar and typographical errors. May be responsible for setting grammar and format standards, guidance and/or training of secretaries and principals.

50 Training Manager

Directs functions related to education programs for personnel within information processing for user personnel. Assigns staff members to various training tasks and directs their activities, reviews their work and prepares performance reports. Advises subordinates on administrative policies, procedures, technical problems, priorities and methods. Consults with personnel in other groups to coordinate activities.

51 Training Specialist

Under general direction, organizes, prepares and conducts complex training and educational programs for information processing or user personnel. May design and develop in-house programs. Maintains records of training activities, employee progress and program effectiveness.

52 Microcomputer Manager

Responsible for all aspects of corporate microcomputer use. Activities include directing the purchasing, installing and servicing of hardware, software and peripherals. Confers with data and word processing management to coordinate policies and procedures for microcomputer use and integration with other corporate information processing systems. Establishes training programs in-house or off-site. Has full knowledge of corporate information processing needs and applications. Has knowledge of product developments in hardware, software and peripherals markets.

53 Microcomputer User Coordinator

Responsible for troubleshooting, training and guidance in microcomputer-based systems. Has proficient knowledge of hardware, software and peripherals in use, is familiar with company micro-based applications. May work with users in one-on-one or group situations.

61 Manager Information Center

Manages all Information Center related activities. Surveys the market for new user-friendly software products, recommends the products and coordinates the installation of these products. Prepares procedures for documentation and training on these products for the user. Surveys the market for microcomputers and decision-support systems to review applicability to the organization. Hires and manages all Information Center personnel.

62 Information Center Specialist

Under general direction, advises and assists business computer users in solving problems themselves using recommended Information Center tools. Trains business computer users in classroom and one-on-one situations. Assists in the selection and installation of Information Center tools.

71 Telecommunications Manager

Directs all planning, designing, installing and maintaining on-line data communications networks. Interfaces with other information processing management staff to coordinate telecommunications software, hardware and systems compatibilities. Assigns staff to projects and directs their activities, reviews and evaluates their work and prepares performance reports. Advises subordinates on policies, procedures, technical problems, priorities and methods. Advises other groups in the use of telecommunications. Prepares activity and progress reports to management regarding corporate telecommunications.

72 Senior Telecommunications Analyst/Programmer

Under the direction of the telecommunications manager, designs, implements, maintains and analyzes complex telecommunications systems. Competent in programming languages applicable to communications. Provides technical guidance pertaining to connecting devices and communications simulation. Can work at highest level of telecommunications activities.

73 Telecommunications Analyst/Programmer

Under general, direct or immediate supervision, designs, implements and maintains moderately complex telecommunications systems. May write and maintain operating manuals and assist in developing specifications, record and form layouts, etc.

74 Telecommunications Network Coordinator

Responsible for telecommunications system installation, troubleshooting and testing. Assures components of network are operational. Coordinates activities of system and line vendors, maintains log of equipment failures and ensures preventive maintenance. Acts as a resource person regarding maintenance and planning of telecommunications systems.

81 Administrative Support Manager

Has full responsibility for developing, maintaining and evaluating all services under administrative support within an organization, such as filing, telephone, mail and para-professional support. Monitors the success of the administrative support group and is familiar with the company's goals and objectives. Works closely with the word processing manager or office information systems manager to ensure cooperation of two functions. May manage other major administrative duties such as records management, microfilm, reprographics and purchasing.

82 Administrative Support Supervisor

May have all the responsibilities of Senior Administrative Secretary in addition to scheduling and administering work flow to a team of administrative secretaries. Responsible for liaison with, and training of, users who benefit from administrative support. Evaluates staffing requirements and prepares management reports.

83 Senior Administrative Secretary

May act as assistant to supervisor of an administrative team and is qualified to compose and edit documents for principals, provide research support and perform other para-professional duties. Handles special projects and is fully aware of company standards and practices.

84 Administrative Secretary

Works with a group of principals as part of a team under the direction of an Administrative Support Supervisor or Manager. Responsibilities include such support functions as filing, photocopying, maintaining calendars, records and lists and providing special secretarial services.

91 Data Processing Manager

Responsible for all data processing operations activities, including computer operations, data entry, data control and operation support. Assigns personnel to projects and directs their activities, reviews and evaluates their work and prepares performance reports. Advises subordinates on administrative

policies and procedures, technical problems, priorities and methods. Consults with personnel in other data processing sections to coordinate activities. Prepares activity and progress reports regarding the data processing operations section.

92 Data Processing Supervisor

Supervises the activities of data processing operations personnel. Usually has authority to hire, fire and promote personnel. Follows set policy level direction regarding standards, budgetary constraints, etc.

93 Senior Data Processing Operator

Operates a central computer terminal under general supervision. Can grasp operating instructions to determine system set-up and run operation. Monitors the console panel, storage devices, printers and other peripherals to pinpoint system or program malfunction. Follows standard procedures to arrange sequence of 100 steps to continue operations in normal or malfunction mode. Confers with technical specialists or managers when malfunction requires a major change in procedures. Keeps records on system performance and production.

94 Data Processing Operator

Under direct or general supervision, assists in monitoring and controlling a computer and performs routine tasks. May operate auxiliary equipment. With guidance, is competent in several phases of data processing operations.

SAMPLE

AISP Information Processing Salary Survey 1986

Company
Name

Section I

Please enter all information to properly classify your company. Refer to tables on preceeding pages if necessary.

1. Enter company name in boxes on both sides of this questionnaire.
2. Industry—General Category (two digits): _____
3. Industry—Type Code (three digits): _____
4. Zip Code: _____
5. Number of employees at reporting location: _____

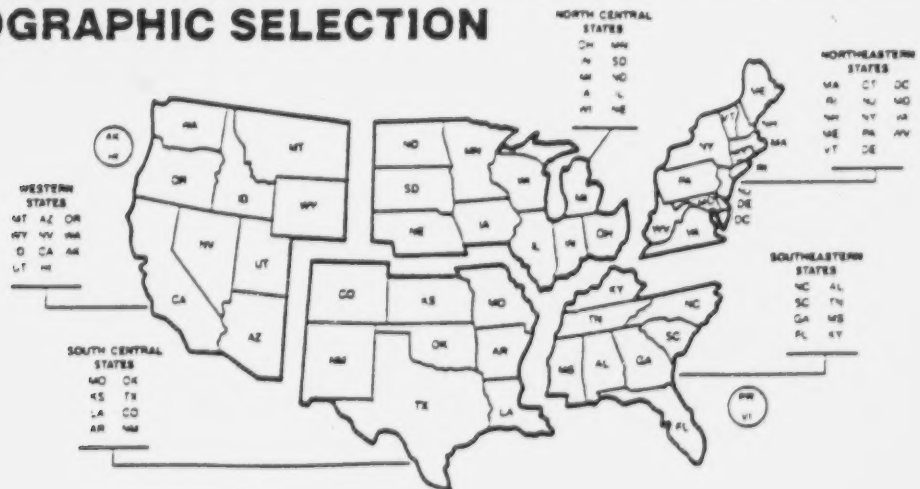
Section II

Please complete the salary survey chart. Refer to explanation and examples on preceeding pages if necessary. PLEASE PHOTOCOPY THIS SHEET BEFORE ENTERING DATA IF YOU WILL BE MAKING MORE THAN 30 ENTRIES.

JOB CODE	NUMBER OF EMPLOYEES W/SAME DATA	HOURS PER WEEK	ACTUAL CURRENT SALARY (ANNUAL)	SALARY RANGE (ANNUAL)		BONUS	CORRELATION (0.0 - 1.0)
				LOW	HIGH		
1.							
2.							
3.							
4.							
5.							

28.							
29.							
30.							

GEOGRAPHIC SELECTION



STANDARD INDUSTRIAL CLASSIFICATIONS

GENERAL CATEGORY	TYPE CODE	GENERAL CATEGORY	TYPE CODE	GENERAL CATEGORY	TYPE CODE
01	Manufacturing—Non Durable Goods		— 360 Apparel & Accessories		— 780 Amusement & Recreation Services (except Motion Pictures)
	— 200 Food & Kindred Products		— 370 Furniture & Home Furnishings		— 790 Motion Pictures
	— 210 Tobacco Manufacturing		— 380 Eating & Dining Places		— 791 Publishing—Newspapers
	— 220 Textile Mill Products		— 390 Miscellaneous Retail Stores		— 792 Publishing—Books & Periodicals
	— 230 Apparel & other products made from fabric	06	Finance		— 793 News Syndicate
	— 270 Printing		— 600 Banking		— 794 Radio & Television Broadcasting
	— 280 Chemicals & Allied Products		— 601 Federal Reserve Banks		— 800 Medical, Dental & other Health Services
	— 281 Pharmaceuticals—Ethical		— 602 Commercial & Stock Savings Banks		— 810 Legal Services
	— 282 Cosmetics & Toilet Preparations		— 603 Mutual Savings Banks		— 891 Engineering & Architectural Services
	— 290 Petroleum Refining & Related Products		— 604 Trust Companies (No Deposit Banking)		— 892 Agricultural Services
	— 300 Rubber & Miscellaneous Plastic Products		— 605 Closely Related Services (Foreign Exchange, Currency Exchange)		— 899 Miscellaneous
	— 390 Miscellaneous		— 610 Credit Agencies Other Than Banks	09	Services—Non-Profit
02	Manufacturing—Durable Goods		— 611 Rediscount & Financial Institutions (not Banks)		— 800 Medical, Dental & other Health Services
	— 330 Primary Metals		— 612 Savings & Loan Associations		— 830 Museums, Art Galleries, Botanical & Zoological Gardens
	— 340 Fabricated Metal Products		— 613 Agricultural Credit Unions		— 860 Non-Profit Membership Organizations
	— 350 Machinery, except Electrical		— 614 Personal Credit Institutions		— 892 Educational & Scientific Research Agencies
	— 360 Electronic Data Processing Equipment		— 615 Business Credit Institutions		— 895 Religious Organizations
	— 370 Transportation Equipment (Ground, Water & Air)		— 616 Loan Correspondents & Brokers		— 899 Miscellaneous
	— 380 Professional, Scientific, Photographic & Optical Goods; Watches & Clocks		— 620 Security & Commodity Brokers, Dealers & Exchanges	10	Educational Services
	— 390 Miscellaneous		— 670 Holding & other Investment Companies		— 821 Elementary & secondary Schools
03	Transportation	07	Insurance		— 822 Colleges, Universities, Professional Schools, Junior Colleges
	— 400 Railroad transportation		— 630 Insurance Carriers		— 823 Libraries
	— 410 Local & Suburban Transit & Interurban Passage		— 631 Life Insurance		— 824 Correspondence & Vocational Schools
	— 420 Motor Freight Transportation & Warehousing		— 632 Accident & Health Insurance		— 829 Educational Services, Other
	— 440 Water Transportation		— 633 Fire, Marine & Casualty Insurance	11	Government
	— 450 Air Transportation		— 635 Surety Insurance		— 910 Federal Government
	— 460 Pipeline Transportation		— 636 Title Insurance		— 920 State Government
	— 470 Transportation Services		— 639 Insurance Carriers, Other		— 930 Local Government
04	Utilities		— 640 Insurance Agents, Brokers & Services		— 940 International Government
	— 481 Telephone	08	Services—Profit	12	Construction and Mining
	— 482 Telegraph		— 700 Holes & Rooming Houses		— 100 Construction
	— 491 Electric Companies & Systems		— 720 Personal Services		— 101 General Contractors—Residential
	— 492 Gas Companies & Systems		— 730 Business Services		— 102 General Contractors—Commercial
	— 493 Combination Gas & Electric Companies & Systems		— 731 Advertising Agencies & Services		— 103 General Contractors—Highway & Bridge
	— 494 Water Supply		— 732 Consumer Credit & Collection Agencies		— 105 Miscellaneous Construction
	— 495 Sanitary Services		— 733 Duplication, Mailing List & Stenographic Services		— 110 Mining
	— 496 Steam Companies & Systems		— 734 Building Services		— 111 Metal and/or Mineral Ore Mining
05	Wholesale/Retail Trade		— 735 Private Employment Agencies		— 114 Miscellaneous Mining
	— 501 Motor Vehicles & Auto Equipment		— 736 Business & Management Consulting Services	13	Oil and Gas
	— 502 Drugs, Chemicals & Allied Products		— 737 Data Processing Service Bureaus, Software Companies, Time Sharing Companies		— 120 Drilling and/or Exploration
	— 503 Dry Goods & Apparel		— 738 Accounting, Auditing & Bookkeeping Services	14	Real Estate
	— 504 Groceries		— 739 Business Services, Other		— 650 Real Estate
	— 506 Electrical Goods		— 750 Automobile Repair, Auto Service & Garages		— 660 Combination of Real Estate, Insurance, Loans, Law Offices
	— 507 Hardware, Plumbing & Heating Supplies		— 760 Miscellaneous Repair Services	15	Other
	— 508 Machinery, Equip. & Supplies				— 999 (Please Specify)
	— 509 Miscellaneous Retail				
	— 520 Building Materials, Hardware & Farm Equipment				
	— 530 General Merchandise				
	— 540 Food				
	— 550 Automotive Dealers & Gas Service Stations				

AISP 1986 INFORMATION PROCESSING SALARY SURVEY
TOTAL UNITED STATES

JOB CODE	JOB TITLE	NO. COMP.	NO. EMP	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES [\$1000s/YR]			AVG. SALARY RANGES [\$1000s/YR]		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONESES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	INFO. RESOURCES DIRECTOR	23	24	0.9	39.0	61.4	26.0	138.0	51.5	79.0		0
02	ASST. INFO. RESOURCES DIR.	SIGNIFICANT DATA NOT AVAILABLE										
10	TECHNICAL PLANNING MANAGER	10	10	0.8	38.8	52.2		75.0	40.5	63.8		0
21	SYS. ANAL./PROG. MANAGER	17	35	0.9	38.2	48.4	34.4	77.0	42.3	65.3	4500	3
22	SYS. ANAL./PROG. SUPERVISOR	12	76	0.9	36.7	44.7	28.0	61.2	39.5	59.5	2500	1
23	SR. SYS. ANAL./PROGRAMMER	34	240	0.9	38.3	35.1	19.0	76.8	30.4	45.1	1200	2
24	SYS. ANALYST/PROGRAMMER	29	200	0.9	39.3	26.1	14.8	38.6	23.5	35.2	733	3
30	OIS MANAGER	38	38	0.8	39.2	35.9	21.2	61.4	29.8	43.8	1747	9
31	OIS ASST. MANAGER	12	13	0.8	39.4	27.6	17.4	53.2	24.9	36.9	700	1
32	SOFTWARE SYSTEMS MANAGER	8	22	0.7	38.2	38.4	23.5	72.0	30.5	46.7		0
33	TECHNICAL SPECIALIST	9	20	0.8	36.7	34.6	17.6	49.7	31.3	47.0	1000	1
34	OFFICE SYSTEMS ANALYST	10	20	0.9	38.4	26.6	17.1	38.2	25.2	36.7	1000	1
35	DOCUMENTATION SUPERVISOR	3	4	0.8	40.0	23.3	15.0	37.5	17.4	25.4		0
41	WORD PROCESSING MANAGER	96	97	0.9	39.0	28.5	13.8	59.0	23.7	35.1	2646	19
42	WORD PROCESSING SUPERVISOR	156	241	0.9	38.6	24.2	12.0	37.9	19.2	28.0	1440	40
43	SENIOR WP SPECIALIST	178	321	0.9	38.7	19.6	10.7	30.5	15.8	23.0	1237	49
44	WORD PROCESSING SPECIALIST	191	627	0.9	38.5	17.5	10.4	48.4	14.6	21.0	1239	67
45	WORD PROCESSING OPERATOR	175	670	0.9	38.3	15.5	9.4	25.4	12.9	18.7	461	70
46	WORD PROCESSING TRAINEE	49	122	0.9	38.2	12.4	8.0	34.4	11.7	16.7	344	9
47	PHOTOTYPESETTING SPEC.	21	37	0.9	38.6	19.4	12.4	27.9	16.2	24.3	200	1
48	PROOFREADER	48	108	0.9	38.2	16.3	10.0	28.8	15.2	21.6	540	22
50	TRAINING MANAGER	5	6	1.0	40.0	31.2	25.0	43.5	29.7	37.7	1800	1
51	TRAINING SPECIALIST	20	34	0.8	38.0	21.2	12.4	32.0	19.0	27.4	1030	5
52	MICROCOMPUTER MANAGER	8	9	0.8	38.6	33.9	25.0	52.3	29.4	44.6	2000	1
53	MICRO. USER COORDINATOR	9	16	0.8	38.5	22.5	13.0	29.0	21.7	33.1	800	3
61	MGR. INFORMATION CENTER	9	23	0.8	40.3	39.4	23.0	80.9	37.5	55.4	5250	2
62	INFORMATION CENTER SPEC.	16	23	0.8	39.0	24.5	16.0	41.4	22.2	32.8	2000	1
71	TELECOMMUNICATIONS MANAGER	14	29	0.8	38.8	43.1	21.3	84.1	35.0	53.6	3900	3
72	SR. TELECOM. ANAL./PROG.	7	11	0.8	37.4	42.4	28.3	60.7	35.8	53.7		0
73	TELECOM. ANAL./PROGRAMMER	5	6	0.9	37.6	30.3	25.0	43.4	25.8	39.5	800	1
74	TELECOM. NETWORK COORD.	10	15	0.8	39.2	33.7	17.7	46.7	28.4	41.2	2800	2
81	ADMIN. SUPPORT MANAGER	23	26	0.8	38.9	33.4	17.5	71.0	29.0	43.5	4795	6
82	ADMIN. SUPPORT SUPERVISOR	11	31	0.9	39.6	25.5	15.6	38.1	19.4	29.0		0
83	SR. ADMIN. SECRETARY	22	153	0.9	39.4	18.8	15.0	27.9	14.2	21.6	300	2
84	ADMIN. SECRETARY	42	278	0.9	38.6	16.1	10.3	32.0	14.2	20.8	525	16
91	DATA PROCESSING MANAGER	16	18	0.9	39.5	44.3	25.0	59.9	35.8	52.4	4000	1
92	DATA PROCESSING SUPERVISOR	11	14	0.8	39.0	30.9	20.5	46.0	28.3	42.7	4000	1
93	SENIOR DP OPERATOR	23	72	0.9	38.7	19.4	12.9	25.6	17.1	24.4	2731	8
94	DATA PROCESSING OPERATOR	13	32	0.9	39.0	15.4	10.0	21.0	14.7	21.5	1932	3

JOB CODE: 01
 TITLE: INFORMATION RESOURCES DIRECTOR
 DESCRIPTION:

RESPONSIBLE FOR ALL OF AN ENTERPRISE'S INFORMATION PROCESSING ACTIVITIES, INCLUDING SYSTEMS ANALYSIS, PROGRAMMING AND COMPUTER AND AUXILIARY OPERATIONS. CONTROLS LIAISON BETWEEN INFORMATION PROCESSING SUBGROUPS AND SUPPORT GROUPS. CONTROLS POLICIES, PROCEDURES, TECHNICAL STANDARDS, METHODS AND PRIORITIES. REPORTS TO MANAGEMENT ON INFORMATION PROCESSING PLANS, PROJECTS AND PERFORMANCE.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS/ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	23	24	0.9	39.0	61.4	26.0	138.0	51.5	79.0		0
NORTHEASTERN STATES	10	10	0.9	38.0	73.8	40.2	138.0	58.3	91.3		0
SOUTHEASTERN STATES	3	3	0.8	39.2	45.5	40.0	48.6	40.7	62.4		0
NORTH CENTRAL STATES	4	5	0.9	38.2	45.0	26.0	63.0	37.3	52.2		0
SOUTH CENTRAL STATES	3	3	0.9	43.3	46.6	31.5	63.0	34.5	54.9		0
WESTERN STATES	3	3	1.0	40.0	76.7	54.6	120.0	66.9	107.9		0
METROPOLITAN AREA											
BATON ROUGE AREA, LA	2	2	0.9	40.0	54.1	45.3	63.0	39.3	64.8		0
BOSTON AREA, MA	2	2	1.0	38.7	65.0	60.0	70.0	46.3	69.5		0
GRAND RAPIDS AREA, MI	1	2	0.8	40.0	26.0	26.0	26.0	25.0	30.0		0
NEWARK AREA, NJ	2	2	0.9	36.2	126.0	114.0	138.0	97.0	151.0		0
SAN FRANCISCO AREA, CA	2	2	1.0	40.0	87.3	54.6	120.0	66.9	107.9		0

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS/ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	3	3	0.9	36.9	90.2	43.7	138.0	70.8	109.0		0
200	FOOD & KINDRED PROD.	2	2	0.9	36.7	74.3	43.7	114.0	57.0	87.3		0
02	MANUF.--DURABLE GDS.	3	3	0.9	43.3	47.7	31.5	63.0	39.8	64.0		0
340	FABRICATED METAL PROD.	2	2	0.8	45.0	40.0	31.5	48.6	35.7	54.9		0
06	FINANCE	4	4	1.0	39.4	90.9	58.0	120.0	70.3	112.1		0
612	SVGS. & LOAN ASSOC.	3	3	1.0	39.2	89.5	58.0	120.0	69.4	111.3		0
07	INSURANCE	2	2	1.0	36.5	57.5	52.0	63.0				0
10	EDUCATIONAL SERVICES	5	6	0.9	38.0	40.0	26.0	60.0	33.0	47.7		0
822	COLL., UNIV., PROF.	4	5	0.9	37.5	38.4	26.0	60.0	33.0	47.7		0
11	GOVERNMENT	2	2	0.9	40.0	50.3	45.3	55.4	30.6	47.4		0

JOB CODE: 10
 TITLE: TECHNICAL PLANNING MANAGER
 DESCRIPTION:

PROVIDES TECHNICAL ASSISTANCE TO FACILITATE PLANNING, DESIGN, INSTALLATION, MODIFICATION AND OPERATION OF CORPORATE INFORMATION PROCESSING AND RESOURCE MANAGEMENT. USING TECHNICAL SPECIFICATIONS AND OTHER CRITERIA, ANALYZES USER AND VENDOR PROPOSALS FOR ACQUISITION OF HARDWARE, SOFTWARE AND TECHNICAL SERVICES. EVALUATES PROPOSED AND ACTUAL PROJECTS. PREPARES LONG-RANGE AND SHORT-RANGE PLANS FOR THE SELECTION OF INFORMATION PROCESSING APPLICATIONS, SYSTEMS DEVELOPMENT AND MAINTENANCE AND SUPPORT ACTIVITIES.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS/ WEEK	ANNUAL SALARIES [\$1000s/YR]			AVG. SALARY RANGES [\$1000s/YR]		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED	
					AVG.	LOW	HIGH	LOW	HIGH			
TOTAL UNITED STATES	10	10	0.8	38.8	52.2	37.2	75.0	40.5	63.8		0	
NORTHEASTERN STATES	6	6	0.9	38.3	55.7	39.0	75.0	42.6	65.3		0	
NORTH CENTRAL STATES	2	2	0.7	39.0	40.3	37.2	43.4	33.5	53.5		0	
METROPOLITAN AREA												
BOSTON AREA, MA	2	2	0.8	38.7	43.0	39.0	47.1	35.3	53.0		0	
IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS/ WEEK	ANNUAL SALARIES [\$1000s/YR]			AVG. SALARY RANGES [\$1000s/YR]		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
06	FINANCE	5	5	0.8	39.5	55.0	37.2	64.6	40.5	63.8		0
612	SVGS. & LOAN Assoc.	3	3	0.8	39.2	52.8	37.2	64.6	38.9	63.2		0

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JOB CODE: 21
 TITLE: SYSTEMS ANALYSIS/PROGRAMMING MANAGER
 DESCRIPTION:

MANAGES ALL CORPORATE SYSTEMS ANALYSIS AND PROGRAMMING ACTIVITIES.
 REVIEWS ALL SYSTEMS PROJECT REQUESTS. COORDINATES SCHEDULES AND RE-
 LATED DEPARTMENTAL ACTIVITIES. PROVIDES DIRECTION AND GUIDANCE TO
 PROJECT PERSONNEL. REVIEWS AND EVALUATES WORK OF SUBORDINATE STAFF.
 PREPARES PERFORMANCE REPORTS AND ACTIVITY AND PROGRESS REPORTS RE-
 GARDING ALL SYSTEMS ANALYSIS AND PROGRAMMING.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES [\$1000s/YR]			AVG. SALARY RANGES [\$1000s/YR]		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	17	35	0.9	38.2	48.4	34.4	77.0	42.3	65.3	4500	3
NORTHEASTERN STATES	7	16	0.9	37.8	57.7	39.0	77.0	46.4	71.2		3
SOUTHEASTERN STATES	2	2	0.8	38.5	40.0	39.9	40.0	30.1	45.2		0
NORTH CENTRAL STATES	4	13	0.8	38.2	36.3	34.4	44.8	31.0	50.7		0
WESTERN STATES	3	3	0.9	40.0	54.6	46.9	69.6	36.2	59.5		0
METROPOLITAN AREA											
BALTIMORE AREA, MD	1	4	1.0	40.0	49.6	47.4	51.5	35.8	53.7	4500	0
BOSTON AREA, MA	2	2	1.0	38.7	42.9	39.0	46.8	35.3	53.0		0
DES MOINES AREA, IA	1	10	0.7	40.0	34.4	34.4	34.4	26.0	44.9		0
NEWARK AREA, NJ	2	7	0.8	36.1	72.1	64.2	77.0	57.6	89.4		3
PITTSBURGH AREA, PA	1	2	1.0	40.0	46.5	46.5	46.5	37.5	56.0		0
SAN FRANCISCO AREA, CA	2	2	0.9	40.0	58.2	46.9	69.6	38.0	62.2		0

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	3	9	0.9	36.4	65.3	46.5	77.0	54.5	82.4	4500	1
200	FOOD & KINDRED PROD.	1	4	0.9	35.0	70.9	55.7	77.0	56.7	84.3		0
280	CHEM. & ALLIED PROD.	1	3	0.7	37.5	68.7	64.2	73.1	56.5	88.0	4500	1
282	COSMETICS	1	2	1.0	40.0	46.5	46.5	46.5	37.5	56.0		0
06	FINANCE	4	7	1.0	39.6	49.7	39.0	69.6	37.1	57.8		0
602	COMM. & STOCK SVGS. BANKS	1	4	1.0	40.0	49.6	47.4	51.5	35.8	53.7		0
612	SVGS. & LOAN ASSOC.	3	3	0.9	39.2	49.8	39.0	69.6	38.9	63.2		0
07	INSURANCE	3	3	0.9	36.6	43.0	39.9	44.8	32.3	51.9		0
08	SERVICES-PROFIT	1	10	0.7	40.0	34.4	34.4	34.4	26.0	44.9		0
737	DP SERV., SOFTWARE CO.	1	10	0.7	40.0	34.4	34.4	34.4	26.0	44.9		0
10	EDUCATIONAL SERVICES	2	2	0.9	38.7	39.5	39.0	40.0	31.8	47.7		0

JOB CODE: 22
 TITLE: SYSTEMS ANALYSIS/PROGRAMMING SUPERVISOR
 DESCRIPTION:

PROJECT OR DEPARTMENT-ORIENTED SUPERVISION OF ALL APPLICATIONS SYSTEMS ANALYSIS AND PROGRAMMING PERSONNEL. MAY PROVIDE QUALITY ASSURANCE REVIEW. RECOMMENDS HIRINGS, TERMINATIONS, PROMOTIONS AND OTHER PERSONNEL ACTIONS. FOLLOWS POLICY DIRECTION REGARDING APPLICATIONS STANDARDS AND BUDGET.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES [\$1000s/YR]			AVG. SALARY RANGES [\$1000s/YR]		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	12	76	0.9	36.7	44.7	28.0	61.2	39.5	59.5	2500	1
NORTHEASTERN STATES	4	47	0.9	36.6	47.8	38.0	61.2	43.2	65.1		0
SOUTHEASTERN STATES	2	4	0.9	32.5	29.5	28.0	33.7	21.7	31.6		0
NORTH CENTRAL STATES	4	15	0.9	37.2	33.1	28.0	36.1	27.3	35.6	2500	1
WESTERN STATES	2	10	1.0	40.0	53.4	40.3	58.0	31.2	55.6		0
METROPOLITAN AREA											
CHICAGO AREA, IL	1	3	0.8	35.0	32.2	30.0	34.5	28.0	35.0		0
COLUMBIA AREA, SC	1	2	0.7	37.5	28.0	28.0	28.0	22.0	30.0		0
DES MOINES AREA, IA	1	4	0.9	40.0	28.0	28.0	28.0	22.0	24.0		0
INDIANAPOLIS AREA, IN	1	7	1.0	37.9	36.1	36.1	36.1	30.7	49.1		0
LOUISVILLE AREA, KY	1	2	1.0	30.0	31.0	28.3	33.7	21.6	32.4		0
NEWARK AREA, NJ	2	31	0.9	35.3	51.4	46.0	61.2	46.8	70.6		0
PITTSBURGH AREA, PA	1	4	0.8	40.0	38.8	38.8	38.8	29.5	44.5		0
PORTLAND AREA, OR	1	3	1.0	40.0	42.7	40.3	45.4	29.8	48.9		0
READING AREA, PA	1	12	0.9	40.0	41.7	38.0	46.4	34.4	51.6		0
SAN FRANCISCO AREA, CA	1	7	1.0	40.0	58.0	58.0	58.0	35.3	75.6		0

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	3	35	0.9	35.4	50.0	38.8	61.2	46.2	69.7		0
282	COSMETICS	1	4	0.8	40.0	38.8	38.8	38.8	29.5	44.5		0
06	FINANCE	2	19	0.9	40.0	47.7	38.0	58.0	34.5	53.7		0
600	BANKING	1	12	0.9	40.0	41.7	38.0	46.4	34.4	51.6		0
612	SVGS. & LOAN ASSOC.	1	7	1.0	40.0	58.0	58.0	58.0	35.3	75.6		0
07	INSURANCE	3	12	0.9	33.8	34.3	28.3	36.1	26.3	36.5		0
630	INSURANCE CARRIERS	1	7	1.0	37.9	36.1	36.1	36.1	30.7	49.1		0
631	LIFE INSURANCE	1	2	1.0	30.0	31.0	28.3	33.7	21.6	32.4		0
639	INS. CARRIERS, OTHER	1	3	0.8	35.0	32.2	30.0	34.5	28.0	35.0		0
08	SERVICES-PROFIT	2	5	0.9	40.0	29.6	28.0	36.0	22.0	24.0	2500	1
737	DP SERV., SOFTWARE CO.	1	4	0.9	40.0	28.0	28.0	28.0	22.0	24.0		0
10	EDUCATIONAL SERVICES	1	2	0.7	37.5	28.0	28.0	28.0	22.0	30.0		0
822	COLL., UNIV., PROF.	1	2	0.7	37.5	28.0	28.0	28.0	22.0	30.0		0
11	GOVERNMENT	1	3	1.0	40.0	42.7	40.3	45.4	29.8	48.9		0
930	LOCAL GOVERNMENT	1	3	1.0	40.0	42.7	40.3	45.4	29.8	48.9		0

JOB CODE: 23
 TITLE: SENIOR SYSTEMS ANALYST/PROGRAMMER
 DESCRIPTION:

PREPARES DETAILED SPECIFICATIONS FROM WHICH PROGRAMS WILL BE WRITTEN. DESIGNS, CODES, TESTS, DEBUGS AND DOCUMENTS PROGRAMS. DEVELOPS OR MODIFIES PROCEDURES TO SOLVE COMPLEX PROBLEMS USING INFORMATION PROCESSING TECHNOLOGY, UNDERSTANDING SYSTEM LIMITATIONS, OPERATING TIME AND DESIRED END RESULT. COMPETENT AT THE HIGHEST TECHNICAL LEVEL OF APPLICATIONS SYSTEMS ANALYSIS AND PROGRAMMING.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	34	240	0.9	38.3	35.1	19.0	76.8	30.4	45.1	1200	2
NORTHEASTERN STATES	11	101	0.9	37.9	36.2	26.2	53.0	30.7	45.5	2000	1
SOUTHEASTERN STATES	5	14	0.8	38.4	33.0	27.3	38.8	23.9	35.2		0
NORTH CENTRAL STATES	8	92	1.0	39.7	31.5	21.2	37.5	25.1	36.9	400	1
SOUTH CENTRAL STATES	5	15	0.8	39.2	39.9	19.0	54.0	35.3	53.5		0
WESTERN STATES	5	18	0.8	40.0	40.4	26.5	48.0	28.6	42.3		0
METROPOLITAN AREA											
ATLANTA AREA, GA	1	4	0.9	40.0	32.0	32.0	32.0	25.0	35.0		0
BALTIMORE AREA, MD	1	9	1.0	40.0	36.3	32.2	40.8	29.7	44.6		0
BATON ROUGE AREA, LA	2	5	0.9	40.0	36.5	34.9	38.8	29.5	48.4		0
BOSTON AREA, MA	2	12	0.9	39.8	33.3	26.2	38.2	27.0	39.8		0
CHICAGO AREA, IL	2	3	1.0	42.5	32.5	30.0	37.5	28.0	40.0		0
COLUMBIA AREA, SC	1	5	0.9	37.5	35.0	35.0	35.0	30.0	40.0		0
DES MOINES AREA, IA	1	7	0.9	40.0	32.5	32.5	32.5	25.0	40.0		0
GRAND RAPIDS AREA, MI	1	12	0.8	35.0	25.4	25.4	25.4	18.0	20.0		0
INDIANAPOLIS AREA, IN	1	4	0.9	37.9	34.7	34.7	34.7	27.3	43.7		0
LOS ANGELES AREA, CA	1	2	0.7	40.0	26.5	26.5	26.5	22.2	33.3		0
LOUISVILLE AREA, KY	1	3	0.8	37.0	32.1	27.3	38.8	19.8	29.6		0
MILWAUKEE AREA, WI	2	2	0.7	40.0	26.6	21.2	31.9			400	1
NEWARK AREA, NJ	2	43	0.8	35.4	38.0	32.4	53.0	34.6	52.2		0
PITTSBURGH AREA, PA	2	9	1.0	38.0	34.2	27.9	36.8	25.3	30.1		0
PORTLAND AREA, OR	2	3	0.8	40.0	38.0	36.9	39.2	26.1	39.7		0
READING AREA, PA	1	20	0.9	40.0	35.4	32.0	40.1	29.0	43.5		0
SAN FRANCISCO AREA, CA	2	13	0.9	40.0	42.9	42.5	48.0	35.5	50.7		0
TRENTON AREA, NJ	1	6	0.9	37.5	36.4	36.4	36.4	27.7	44.1		0
TULSA AREA, OK	1	8	0.7	38.7	46.8	40.0	54.0	41.1	61.7		0

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS/ WEEK	ANNUAL SALARIES [\$1000s/YR]			AVG. SALARY RANGES [\$1000s/YR]		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	4	50	0.9	36.0	39.1	30.0	76.8	34.2	51.0		0
200	FOOD & KINDRED PROD.	1	38	0.8	35.0	38.7	32.4	76.8	33.9	50.2		0
280	CHEM. & ALLIED PROD.	1	5	0.8	37.5	47.6	42.1	53.0	38.3	59.7		0
282	COSMETICS	2	7	1.0	45.0	34.8	30.0	36.8	27.5	39.7		0
02	MANUF.--DURABLE GDS.	3	5	1.0	40.0	31.6	23.4	34.9	25.8	40.5		0
340	FABRICATED METAL PROD.	2	2	1.0	40.0	26.7	23.4	30.0	22.1	33.6		0
390	MISCELLANEOUS	1	3	1.0	40.0	34.9	34.9	34.9	33.1	54.2		0
04	UTILITIES	1	10	0.9	40.0	32.3	26.2	38.2	26.5	39.0		0
491	ELEC. COMP. & SYS.	1	10	0.9	40.0	32.3	26.2	38.2	26.5	39.0		0
06	FINANCE	7	51	0.9	39.9	36.6	19.0	42.5	28.3	43.1		0
600	BANKING	2	21	0.9	40.0	34.6	19.0	40.1	28.3	42.4		0
602	COMM. & STOCK SVGS. BANKS	2	11	1.0	40.0	34.5	26.5	40.8	28.9	43.5		0
612	SVGS. & LOAN ASSOC.	3	19	0.9	39.2	40.1	33.0	42.5	26.4	45.2		0
07	INSURANCE	3	8	0.8	36.8	34.1	27.3	38.8	21.6	33.2		0
630	INSURANCE CARRIERS	1	4	0.9	37.9	34.7	34.7	34.7	27.3	43.7		0
631	LIFE INSURANCE	1	3	0.8	37.0	32.1	27.3	38.8	19.8	29.6		0
08	SERVICES-PROFIT	6	93	0.8	38.7	32.7	21.2	54.0	36.1	53.5	1200	2
737	DP SERV., SOFTWARE CO.	2	78	0.7	38.9	34.0	32.5	54.0	39.3	59.3		0
891	ENGIN. & ARCH. SERV.	2	2	0.7	40.0	26.6	21.2	31.9			400	1
09	SERVICES-NON-PROFIT	1	4	1.0	37.5	31.1	27.9	32.4	24.9	27.7		0
860	NON-PROFIT MEM. ORG.	1	4	1.0	37.5	31.1	27.9	32.4	24.9	27.7		0
10	EDUCATIONAL SERVICES	3	11	0.9	38.3	34.5	32.0	38.0	28.9	40.9		0
822	COLL., UNIV., PROF.	2	7	1.0	37.5	35.9	35.0	38.0	30.9	43.8		0
829	EDUC. SERV., OTHER	1	4	0.9	40.0	32.0	32.0	32.0	25.0	35.0		0
11	GOVERNMENT	4	6	0.8	40.0	37.2	32.5	39.2	26.1	40.4		0
920	STATE GOVERNMENT	3	4	0.8	40.0	36.7	32.5	38.8	25.5	37.9		0
930	LOCAL GOVERNMENT	1	2	0.9	40.0	38.0	36.9	39.2	27.1	44.1		0

JOB CODE: 24
 TITLE: SYSTEMS ANALYST/PROGRAMMER
 DESCRIPTION:

UNDER GENERAL, DIRECT, OR IMMEDIATE SUPERVISION, FORMULATES SYSTEM SCOPE AND OBJECTIVES THROUGH RESEARCH AND DEVELOPS OR MODIFIES INFORMATION PROCESSING SYSTEMS. PREPARES OR ASSISTS IN PREPARING DETAILED SPECIFICATIONS FROM WHICH PROGRAMS WILL BE WRITTEN. DESIGNS, CODES, TESTS, DEBUGS, MAINTAINS AND DOCUMENTS PROGRAMS. COMPETENT TO WORK IN MANY PHASES OF APPLICATIONS SYSTEMS ANALYSIS AND PROGRAMMING.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES [\$1000s/YR]			AVG. SALARY RANGES [\$1000s/YR]		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	29	200	0.9	39.3	26.1	14.8	38.6	23.5	35.2	733	3
NORTHEASTERN STATES	12	136	0.9	39.0	26.1	18.0	38.6	24.0	35.9		0
SOUTHEASTERN STATES	4	9	0.8	38.6	22.0	14.8	28.9	19.5	29.6		0
NORTH CENTRAL STATES	6	38	0.9	39.7	25.2	20.0	30.4	21.3	30.4	1000	1
SOUTH CENTRAL STATES	3	11	0.8	45.0	30.7	28.6	36.4	25.0	38.4	800	1
WESTERN STATES	4	6	0.9	40.0	29.9	20.8	33.0	23.4	35.2	400	1
METROPOLITAN AREA											
ALBANY AREA, NY	1	43	0.8	50.0	21.5	21.5	21.5	17.5	37.5		0
ATLANTA AREA, GA	2	5	0.9	38.7	22.0	22.0	22.0	20.0	29.0		0
BALTIMORE AREA, MD	1	16	1.0	40.0	30.9	27.0	35.5	26.0	39.0		0
BATON ROUGE AREA, LA	2	9	0.9	40.0	29.5	28.6	36.4	21.6	37.7		0
BOSTON AREA, MA	2	22	0.9	39.9	25.0	18.0	38.6	21.0	30.4		0
DALLAS AREA, TX	1	2	0.7	55.0	36.0	36.0	36.0	32.0	40.0	800	1
DES MOINES AREA, IA	1	18	1.0	40.0	22.0	22.0	22.0	16.0	28.0		0
GRAND RAPIDS AREA, MI	1	3	0.8	40.0	20.0	20.0	20.0	18.0	20.0		0
GREENSBORO AREA, NC	1	2	0.9	40.0	28.5	28.0	28.9	23.0	36.6		0
HARTFORD AREA, CT	1	6	0.9	37.8	31.4	27.8	33.5	24.5	36.7		0
INDIANAPOLIS AREA, IN	1	14	0.8	37.9	30.4	30.4	30.4	24.3	38.9		0
LOUISVILLE AREA, KY	1	2	0.8	37.0	15.4	14.8	16.0	15.5	23.1		0
NEWARK AREA, NJ	2	15	0.8	35.6	28.3	24.5	35.5	25.7	39.0		0
PITTSBURGH AREA, PA	2	13	1.0	38.0	28.1	21.4	30.2	22.3	33.4		0
PORTLAND AREA, OR	2	4	0.9	40.0	32.0	31.5	32.7	23.3	36.0		0
READING AREA, PA	1	11	0.9	40.0	30.0	27.6	31.7	28.1	42.2		0
TRENTON AREA, NJ	1	9	0.7	37.5	28.7	28.7	28.7	24.2	37.7		0

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (\$1000s/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	3	24	0.8	36.0	29.0	24.5	35.5	25.6	38.8		0
200	FOOD & KINDRED PROD.	1	12	0.8	35.0	27.4	24.5	35.5	24.1	36.1		0
280	CHEM. & ALLIED PROD.	1	3	0.8	37.5	31.9	28.0	35.0	30.6	47.7		0
282	COSMETICS	1	9	1.0	40.0	30.2	30.2	30.2	24.5	36.5		0
02	MANUF.--DURABLE GDS.	2	10	0.9	40.0	28.6	28.0	28.9	21.9	36.6		0
340	FABRICATED METAL PROD.	1	2	0.9	40.0	28.5	28.0	28.9	23.0	36.6		0
390	MISCELLANEOUS	1	8	1.0	40.0	28.6	28.6	28.6	19.8	36.6		0
04	UTILITIES	2	21	0.8	39.9	23.9	18.0	38.6	20.6	29.8		0
491	ELEC. COMP. & SYS.	2	21	0.8	39.9	23.9	18.0	38.6	20.6	29.8		0
06	FINANCE	4	37	1.0	39.9	30.0	26.0	35.5	26.3	39.6		0
600	BANKING	1	11	0.9	40.0	30.0	27.6	31.7	28.1	42.2		0
602	COMM. & STOCK SVGS. BANKS	1	16	1.0	40.0	30.9	27.0	35.5	26.0	39.0		0
612	SVGS. & LOAN ASSOC.	2	10	0.9	38.7	28.5	26.0	28.7	23.8	36.3		0
07	INSURANCE	3	22	0.9	37.7	29.3	14.8	33.5	22.5	33.9		0
630	INSURANCE CARRIERS	1	14	0.8	37.9	30.4	30.4	30.4	24.3	38.9		0
631	LIFE INSURANCE	2	8	0.9	37.6	27.4	14.8	33.5	22.2	33.3		0
08	SERVICES-PROFIT	4	21	0.9	40.0	22.3	20.8	28.0	19.9	27.6	700	2
737	DP SERV., SOFTWARE CO.	1	18	1.0	40.0	22.0	22.0	22.0	16.0	28.0		0
09	SERVICES-NON-PROFIT	1	4	1.0	37.5	23.4	21.4	24.3	21.7	32.6		0
860	NON-PROFIT MEM. ORG.	1	4	1.0	37.5	23.4	21.4	24.3	21.7	32.6		0
10	EDUCATIONAL SERVICES	3	9	0.9	39.2	24.2	20.0	35.0	22.3	30.4		0
822	COLL., UNIV., PROF.	2	5	0.9	38.7	26.0	20.0	35.0	23.4	31.6		0
829	EDUC. SERV., OTHER	1	4	0.9	40.0	22.0	22.0	22.0	20.0	28.0		0
11	GOVERNMENT	4	48	0.8	41.7	22.5	21.5	36.4	22.4	36.7		0
920	STATE GOVERNMENT	3	45	0.8	43.3	21.8	21.5	36.4	20.2	33.8		0
930	LOCAL GOVERNMENT	1	3	0.9	40.0	32.0	31.5	32.7	24.5	39.6		0
14	REAL ESTATE	1	2	0.7	55.0	36.0	36.0	36.0	32.0	40.0	800	1
650	REAL ESTATE	1	2	0.7	55.0	36.0	36.0	36.0	32.0	40.0	800	1

JOB CODE: 30
 TITLE: OFFICE INFORMATION SYSTEMS MANAGER
 DESCRIPTION:

RESPONSIBLE FOR ALL OFFICE INFORMATION SYSTEMS ACTIVITIES, SUCH AS WORD PROCESSING, FACSIMILE, COMMUNICATIONS AND PERSONAL COMPUTERS. RESPONSIBLE FOR ADMINISTRATION OF STAFFING REQUIREMENTS, USER LIAISON, TRAINING PROGRAMS AND COORDINATION OF SUPPORT WITH OTHER DEPARTMENTS. HAS HIGH DEGREE OF TECHNICAL COMPETENCE. PROJECTS HARDWARE/SOFTWARE/PERSONNEL REQUIREMENTS AND DEVELOPS STANDARDS FOR APPLICATIONS. ADVISES SUBORDINATES ON ADMINISTRATIVE POLICIES, TECHNICAL PROBLEMS, PRIORITIES AND METHODS. REPORTS TO MANAGEMENT ON PLANS, PROJECTS AND PERFORMANCE.

GEOGRAPHIC REGION -----	NO. COMP. -----	NO. EMP. -----	AVG. CORR. -----	HRS./ WEEK -----	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (\$1000s/YR) -----	NO. BONUSES REPORTED -----
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	30	30	0.8	39.2	35.9	21.2	61.4	29.8	43.8	1747	9
NORTHEASTERN STATES	16	16	0.8	38.3	42.0	24.7	61.4	34.6	50.6	2092	3
SOUTHEASTERN STATES	8	8	0.8	39.3	29.6	21.2	37.0	26.1	38.9	800	1
NORTH CENTRAL STATES	6	6	0.9	39.2	33.4	25.0	42.5	26.8	39.6	1751	1
SOUTH CENTRAL STATES	6	6	0.8	41.2	33.2	25.5	45.0	26.9	39.2	1500	3
WESTERN STATES	2	2	0.9	40.0	27.3	22.7	32.0	16.0	25.0	2400	1
METROPOLITAN AREA -----											
ATLANTA AREA, GA	3	3	0.8	38.7	27.7	21.2	33.0	24.7	36.4		0
BOSTON AREA, MA	3	3	0.9	38.3	44.0	43.0	45.0	38.8	49.4	2000	1
CHICAGO AREA, IL	2	2	1.0	37.5	35.9	34.6	37.2	30.6	45.8	1751	1
COLUMBUS AREA, OH	2	2	0.8	40.0	28.8	25.0	32.7	22.5	33.0		0
DALLAS AREA, TX	2	2	0.9	45.0	36.2	32.5	40.0	30.7	42.2	1000	1
NEWARK AREA, NJ	3	3	0.8	37.1	53.5	43.1	61.4	43.5	66.9	3075	1
PHILADELPHIA AREA, PA	2	2	0.8	40.0	26.9	24.7	29.1	21.1	30.7		1
STAMFORD AREA, CT	2	2	0.7	36.2	43.1	37.0	49.2	33.0	52.7		0

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	4	4	0.80	37.8	54.9	43.1	61.4	43.1	66.0	3075	1
02	MANUF.--DURABLE GDS.	3	3	0.87	40.0	34.5	28.6	45.0	29.5	44.7		0
390	MISCELLANEOUS	2	2	0.90	40.0	36.8	28.6	45.0	29.1	42.7		0
04	UTILITIES	2	2	0.85	40.0	34.5	32.0	37.0	32.0	48.0		0
491	ELEC. COMP. & SYS.	2	2	0.85	40.0	34.5	32.0	37.0	32.0	48.0		0
06	FINANCE	3	3	0.93	40.0	28.6	21.2	32.7	27.2	40.8		0
07	INSURANCE	4	4	0.85	39.2	33.3	29.1	37.2	26.0	42.2	1476	2
630	INSURANCE CARRIERS	2	2	0.90	39.0	35.6	34.0	37.2	28.1	49.3	1476	2
08	SERVICES-PROFIT	8	8	0.81	38.6	32.9	22.7	51.3	27.2	35.7	1675	4
09	SERVICES-NON-PROFIT	6	6	0.75	39.6	30.4	24.7	44.0	24.8	32.9	2000	1
800	MED., DEN. & HEALTH SERV.	2	2	0.75	40.0	31.5	28.0	35.0	25.4	34.9	2000	1
895	RELIGIOUS ORGANIZATIONS	2	2	0.80	38.7	34.5	25.0	44.0	30.0	35.5		0
10	EDUCATIONAL SERVICES	2	2	0.95	38.7	43.8	42.5	45.0	30.9	48.8		0
822	COLL., UNIV., PROF.	2	2	0.95	38.7	43.8	42.5	45.0	30.9	48.8		0
15	OTHER	4	4	0.75	37.5	36.9	30.3	49.2	31.1	48.9		0

JOB CODE: 31
 TITLE: OFFICE INFORMATION SYSTEMS ASSISTANT MANAGER
 DESCRIPTION:

ASSISTS OIS MANAGER IN DIRECTING OIS ACTIVITIES. ASSUMES MANAGERIAL RESPONSIBILITY IN MANAGER'S ABSENCE. MAY HAVE DIRECT RESPONSIBILITY FOR ADMINISTRATION OR COORDINATION OF A FEW FUNCTIONS, SUCH AS PC SUPPORT, WORD PROCESSING, TELECOMMUNICATIONS, ETC.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	12	13	0.8	39.4	27.6	17.4	53.2	24.9	36.9	700	1
NORTHEASTERN STATES	5	6	0.9	36.5	32.0	22.2	53.2	28.4	40.4		0
SOUTHEASTERN STATES	2	2	0.9	40.0	21.2	17.4	25.0				0
NORTH CENTRAL STATES	5	5	0.8	42.0	24.9	20.1	35.0	20.4	32.4	700	1

METROPOLITAN AREA

BOSTON AREA, MA	2	3	1.0	37.4	29.4	28.3	30.0	25.1	35.7		0
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IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	2	2	0.9	42.5	44.1	35.0	53.2	37.7	58.1		0
06	FINANCE	3	3	0.8	39.3	21.0	17.4	23.3	19.4	28.8		0
600	BANKING	2	2	0.8	39.0	22.8	22.2	23.3	19.4	28.8		0
08	SERVICES-PROFIT	2	2	0.8	37.5	24.1	20.1	28.0	25.0	30.0	700	1
10	EDUCATIONAL SERVICES	2	3	0.9	38.7	27.8	23.5	30.0	23.6	37.8		0
822	COLL., UNIV., PROF.	2	3	0.9	38.7	27.8	23.5	30.0	23.6	37.8		0

JOB CODE: 32
 TITLE: SOFTWARE SYSTEMS MANAGER
 DESCRIPTION:

RESPONSIBLE FOR ALL SOFTWARE SYSTEMS ANALYSIS AND PROGRAMMING ACTIVITIES. MAY INCLUDE TELECOMMUNICATIONS AND DATABASE MANAGEMENT, AND CONFIGURATION AND CAPACITY PLANNING, SYSTEMS PERFORMANCE ANALYSIS AND OPTIMIZATION. PROJECTS SOFTWARE AND HARDWARE REQUIREMENTS IN CONJUNCTION WITH OTHER MANAGERS. DEVELOPS STANDARDS FOR ALL SOFTWARE APPLICATIONS. DIRECTS THE INTERFACING OF SOFTWARE SYSTEMS WITH HARDWARE CONFIGURATIONS AND APPLICATIONS SYSTEMS. PROVIDES TECHNICAL GUIDANCE TO ALL MEMBERS OF THE INFORMATION PROCESSING STAFF. ASSIGNS PROJECTS, REVIEWS AND EVALUATES WORK, AND PREPARES PERFORMANCE REPORTS. ADVISES SUBORDINATES ON PROCEDURES, TECHNICAL PROBLEMS, PRIORITIES AND METHODS.

GEOGRAPHIC REGION		NO. COMP.	NO. EMP.	AVG. CORR.	HRS/ WEEK	ANNUAL SALARIES [\$1000s/YR]			AVG. SALARY RANGES [\$1000s/YR]		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES		8	22	0.7	38.2	38.4	23.5	72.0	30.5	46.7		0
NORTHEASTERN STATES		5	6	0.8	37.5	35.5	23.5	72.0	31.8	49.0		0
NORTH CENTRAL STATES		1	14	0.6	37.9	39.4	39.4	39.4	30.7	49.1		0
METROPOLITAN AREA												
BOSTON AREA, MA		1	2	0.7	37.5	25.0	25.0	25.0	23.6	35.4		0
INDIANAPOLIS AREA, IN		1	14	0.6	37.9	39.4	39.4	39.4	30.7	49.1		0
IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES [\$1000s/YR]			AVG. SALARY RANGES [\$1000s/YR]		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSE REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	2	2	0.7	37.5	49.8	27.7	72.0	36.2	50.7		0
07	INSURANCE	1	14	0.6	37.9	39.4	39.4	39.4	30.7	49.1		0
630	INSURANCE CARRIERS	1	14	0.6	37.9	39.4	39.4	39.4	30.7	49.1		0
10	EDUCATIONAL SERVICES	1	2	0.7	37.5	25.0	25.0	25.0	23.6	35.4		0
822	COLL., UNIV., PROF.	1	2	0.7	37.5	25.0	25.0	25.0	23.6	35.4		0

JOB CODE: 33
 TITLE: TECHNICAL SPECIALIST
 DESCRIPTION:

PROVIDES TECHNICAL GUIDANCE FOR THE PLANNING AND MONITORING OF INFORMATION PROCESSING OPERATIONS. MAY ADVISE ON ORGANIZATIONAL, PROCEDURAL AND WORK-FLOW PLANS AND METHODS. EVALUATES PROPOSED AND ACTUAL PROJECTS. PLANS AND RECOMMENDS SYSTEM MODIFICATIONS OR ADDITIONS TO IMPROVE PROCESSING CAPACITY. PREPARES COST ESTIMATES FOR CURRENT AND PROPOSED PROJECTS. MAY EVALUATE VENDOR PROPOSALS FOR PURCHASES OF HARDWARE. MANAGES RECORDING AND REPORTING OF SYSTEM MALFUNCTIONING AND MAINTENANCE.

GEOGRAPHIC REGION		NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
UNITED STATES		9	20	0.8	36.7	34.6	17.6	49.7	31.3	47.0	1000	1
NORTHEASTERN STATES		5	16	0.8	35.7	37.7	24.0	49.7	35.1	52.2	1000	1
SOUTH CENTRAL STATES		2	2	0.9	40.0	22.3	17.6	27.0	20.4	33.7		0
WESTERN STATES		2	2	0.8	40.0	22.7	20.3	25.2	17.9	26.7		0
METROPOLITAN AREA												
HARTFORD AREA, CT		1	2	0.9	38.0	24.0	24.0	24.0	19.0	32.0	1000	1
NEWARK AREA, NJ		1	10	0.7	35.0	42.9	34.0	49.7	37.4	56.2		0
PITTSBURGH AREA, PA		1	2	0.9	35.0	25.5	25.5	25.5				0
IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	1	10	0.7	35.0	42.9	34.0	49.7	37.4	56.2		0
200	FOOD & KINDRED PROD.	1	10	0.7	35.0	42.9	34.0	49.7	37.4	56.2		0
07	INSURANCE	1	2	0.9	38.0	24.0	24.0	24.0	19.0	32.0	1000	1
630	INSURANCE CARRIERS	1	2	0.9	38.0	24.0	24.0	24.0	19.0	32.0	1000	1
08	SERVICES-PROFIT	2	3	0.8	37.5	23.8	20.3	25.5	20.3	32.5		0
810	LEGAL SERVICES	1	2	0.9	35.0	25.5	25.5	25.5				0

JOB CODE: 34
 TITLE: OFFICE SYSTEMS ANALYST
 DESCRIPTION:

ADVISES AND ASSISTS OFFICE INFORMATION SYSTEMS SUPERVISORS AND MANAGERS REGARDING THE PLANNING, DIRECTING AND MONITORING OF OIS OPERATIONS AND PROJECTS. CONDUCTS STUDIES, REVIEWS OPERATIONS AND RECOMMENDS APPROPRIATE STAFFING, PROCEDURES AND SYSTEMS MODIFICATION.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	10	20	0.9	38.4	26.6	17.1	38.2	25.2	36.7	1000	1
NORTHEASTERN STATES	7	16	0.9	38.1	27.9	20.0	38.2	26.8	39.8	1000	1
SOUTHEASTERN STATES	1	2	0.7	40.0	21.0	21.0	21.0	20.0	25.0		0

METROPOLITAN AREA

BALTIMORE AREA, MD	1	5	0.9	40.0	29.6	26.2	32.0	26.0	39.0		0
BOSTON AREA, MA	2	4	0.8	37.5	22.7	20.0	25.5	21.6	28.0		0
NEWARK AREA, NJ	1	4	0.8	35.0	27.7	21.6	31.8	30.6	45.8		0

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	3	6	0.8	36.7	27.7	17.1	38.2	27.6	41.3		0
200	FOOD & KINDRED PROD.	1	4	0.8	35.0	27.7	21.6	31.8	30.6	45.8		0
04	UTILITIES	1	2	0.7	40.0	21.0	21.0	21.0	20.0	25.0		0
491	ELEC. COMP. & SYS.	1	2	0.7	40.0	21.0	21.0	21.0	20.0	25.0		0
06	FINANCE	1	5	0.9	40.0	29.6	26.2	32.0	26.0	39.0		0
602	COMM. & STOCK SVGS. BANKS	1	5	0.9	40.0	29.6	26.2	32.0	26.0	39.0		0
09	SERVICES-NON-PROFIT	1	2	0.7	37.5	25.5	25.5	25.5	23.9	27.1		0
895	RELIGIOUS ORGANIZATIONS	1	2	0.7	37.5	25.5	25.5	25.5	23.9	27.1		0
10	EDUCATIONAL SERVICES	1	2	0.9	37.5	20.0	20.0	20.0	19.3	29.0		0
822	COLL., UNIV., PROF.	1	2	0.9	37.5	20.0	20.0	20.0	19.3	29.0		0

JOB CODE: 35
 TITLE: DOCUMENTATION SUPERVISOR
 DESCRIPTION:

ASSIGNS SYSTEMS DOCUMENTATION WORK TO PERSONNEL AND SUPERVISES, REVIEWS AND EVALUATES THEIR ACTIVITIES. MAY PERFORM DOCUMENTATION TASKS. ADVISES SUBORDINATES ON PROCEDURES, TECHNICAL PROBLEMS, PRIORITIES AND METHODS.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTING BONUS
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	3	4	0.8	40.0	23.3	15.0	37.5	17.4	25.4		0
SOUTHEASTERN STATES	1	2	0.8	40.0	20.3	20.3	20.4	15.7	21.3		0

METROPOLITAN AREA

MIAMI AREA, FL	1	2	0.8	40.0	20.3	20.3	20.4	15.7	21.3		0
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IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTING B
						AVG.	LOW	HIGH	LOW	HIGH		
06	FINANCE	2	3	0.8	40.0	18.6	15.0	20.4	14.9	20.4		0
600	BANKING	1	2	0.8	40.0	20.3	20.3	20.4	15.7	21.3		0

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JOB CODE: 41
 TITLE: WORD PROCESSING MANAGER
 DESCRIPTION:

RESPONSIBLE FOR THE OVERALL OPERATION OF A CORPORATE WORD PROCESSING FUNCTION, INCLUDING GUIDANCE OF SUPERVISORS, PERSONNEL ADMINISTRATION, STAFF REQUIREMENTS, USER LIAISON AND EVALUATION, DESIGN AND IMPLEMENTATION OF FUTURE WORD PROCESSING SYSTEMS. ALSO IS RESPONSIBLE FOR BUDGETS, OVERALL PRODUCTION REPORTS AND MAY COORDINATE SERVICES WITH OTHER INFORMATION SYSTEMS FUNCTIONS.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	96	97	0.9	39.0	28.5	13.8	59.0	23.7	35.1		19
NORTHEASTERN STATES	23	24	0.9	39.4	31.3	18.2	59.0	25.2	38.0	2646	4
SOUTHEASTERN STATES	18	18	0.9	38.7	26.4	15.3	41.6	23.2	32.7	1631	2
NORTH CENTRAL STATES	22	22	0.9	38.4	24.7	13.8	37.6	20.9	32.1	1460	3
SOUTH CENTRAL STATES	15	15	0.9	39.8	27.4	18.0	35.0	23.1	34.2	7100	4
WESTERN STATES	18	18	0.9	39.3	31.5	20.9	48.0	24.9	36.5	843	5
										2631	
METROPOLITAN AREA											
ATLANTA AREA, GA	3	3	0.8	37.5	30.8	28.1	35.0	25.3	36.8	2500	1
BALTIMORE AREA, MD	4	4	0.9	39.4	30.2	22.5	44.4	23.9	34.3	1800	1
BOSTON AREA, MA	2	2	0.9	43.7	37.0	35.6	38.5	31.1	43.7	2500	1
CHICAGO AREA, IL	5	5	0.9	36.5	30.1	24.0	37.6	25.1	40.8	2000	2
DALLAS AREA, TX	3	3	1.0	42.5	31.0	27.3	35.0	23.4	33.5	458	3
DENVER AREA, CO	3	3	0.9	40.0	28.7	26.5	31.1	28.8	43.8		0
DES MOINES AREA, IA	4	4	0.7	40.0	22.2	17.0	32.2	18.0	26.3		0
DETROIT AREA, MI	3	3	1.0	37.5	28.9	22.4	36.0	22.2	37.0		0
GRAND RAPIDS AREA, MI	4	4	0.9	38.7	26.1	21.7	28.9	23.6	33.7	17300	1
LOS ANGELES AREA, CA	5	5	0.9	38.7	31.0	25.2	37.8	24.1	37.2	2500	2
LOUISVILLE AREA, KY	4	4	1.0	38.9	23.3	19.3	26.2	22.2	32.4		0
MIAMI AREA, FL	3	3	0.9	39.2	32.3	27.1	41.6	31.1	41.3		0
MINNEAPOLIS AREA, MN	2	2	0.9	40.0	20.9	13.8	27.9	12.0	16.0		0
NEW YORK CITY AREA, NY	1	2	0.9	40.0	25.0	25.0	25.0	20.0	30.0		0
NEWARK AREA, NJ	2	2	0.9	37.5	46.8	37.5	56.0	41.3	62.0		0
PORTLAND AREA, OR	4	4	0.9	40.0	31.9	20.9	45.5	25.6	34.0		0
SAN DIEGO AREA, CA	4	4	1.0	39.4	34.5	25.0	48.0	27.3	41.1	2328	2
SAN FRANCISCO AREA, CA	2	2	0.8	38.3	31.4	22.8	40.0	25.0	38.3		0
SEATTLE AREA, WA	2	2	0.9	40.0	30.8	28.0	33.5	23.9	34.7	3500	1
ST. LOUIS AREA, MO	3	3	0.9	37.1	24.6	18.0	32.4	18.5	26.8		0
TAMPA AREA, FL	3	3	0.7	38.3	27.7	15.3	41.5	21.6	29.7		0
TRENTON AREA, NJ	3	3	0.8	38.3	31.6	24.0	35.6	22.7	37.9		0

UTICA AREA, NY

3 3 0.9 40.0 23.0 20.0 26.0 17.3 25.3

0

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS/ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (\$1000s/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	7	7	0.9	37.9	37.3	22.4	59.0	30.7	47.5		2
200	FOOD & KINDRED PROD.	2	2	0.9	35.8	48.0	40.0	56.0	41.3	63.0	1613	0
281	PHARMACEUTICALS-ETHICAL	3	3	1.0	37.9	38.2	23.0	59.0	27.5	43.6	1613	2
04	UTILITIES	4	4	0.8	39.4	39.9	35.0	45.5	30.9	43.5		0
491	ELEC. COMP. & SYS.	3	3	0.8	39.2	39.4	35.0	45.5	32.0	44.2		0
05	WHOLESALE/RETAIL TRADE	2	2	0.9	40.0	23.1	22.8	23.5	19.6	28.2		0
06	FINANCE	20	20	0.9	39.1	25.5	18.0	38.0	22.0	33.0	2100	1
600	BANKING	7	7	0.9	38.9	27.5	18.0	38.0	23.7	34.7		0
602	COMM. & STOCK SVGS. BANKS	5	5	1.0	39.5	25.5	19.4	30.0	22.1	33.9		0
603	MUTUAL SVGS. BANKS	2	2	1.0	38.7	28.9	27.1	30.6	23.1	41.5	2100	1
604	TRUST COMPANIES	2	2	1.0	38.1	27.5	22.5	32.4	19.0	25.8		0
612	SVGS. & LOAN ASSOC.	2	2	0.9	38.7	28.8	22.0	35.6	22.2	32.5		0
07	INSURANCE	14	14	0.9	37.8	28.8	14.0	41.6	23.0	35.5	1777	4
630	INSURANCE CARRIERS	3	3	1.0	37.9	33.7	29.5	41.6	26.5	43.9	2000	1
631	LIFE INSURANCE	6	6	1.0	37.9	31.0	23.8	36.5	24.1	36.9	1303	2
640	INS. AGT., BROKERS &	3	3	0.9	37.1	22.1	14.0	28.1	20.4	29.6	2500	1
08	SERVICES-PROFIT	22	23	0.9	38.6	28.4	20.3	48.0	22.8	35.1	2203	7
731	AD. AGENCIES & SERV.	2	2	0.9	36.2	24.6	24.0	25.2	17.7	25.8		0
736	BUS. & MGT. CONS. SERV.	3	3	0.8	42.5	32.0	28.0	38.5	25.2	39.0	3000	2
737	DP SERV., SOFTWARE CO.	2	3	0.8	40.0	23.4	20.3	25.0	18.3	27.1		0
810	LEGAL SERVICES	7	7	0.9	36.8	29.9	21.0	37.6	28.5	42.5	1605	4
891	ENGIN. & ARCH. SERV.	3	3	0.9	40.0	32.7	24.0	48.0	25.3	41.6		0
09	SERVICES-NON-PROFIT	6	6	1.0	39.0	25.6	18.8	35.6	24.2	30.6		0
800	MED., DEN. & HEALTH SERV.	3	3	1.0	39.6	23.7	20.0	26.2	20.9	28.3		0
895	RELIGIOUS ORGANIZATIONS	2	2	1.0	37.5	27.2	18.8	35.6	34.2	37.3		0
10	EDUCATIONAL SERVICES	4	4	0.8	39.4	25.8	19.2	34.1	20.9	27.0		0
822	COLL., UNIV., PROF.	2	2	1.0	40.0	28.7	23.3	34.1	22.6	29.5		0
11	GOVERNMENT	7	7	0.9	39.3	25.3	15.3	36.2	19.7	26.9	825	1
920	STATE GOVERNMENT	2	2	0.9	40.0	20.5	20.2	20.9	16.3	23.7		0
930	LOCAL GOVERNMENT	4	4	0.9	39.4	25.0	15.3	34.7	18.3	26.2	825	1
13	OIL AND GAS	2	2	0.9	42.5	29.6	28.4	30.9	30.5	49.5	2000	1
120	DRILLING, EXPLORATION	2	2	0.9	42.5	29.6	28.4	30.9	30.5	49.5	2000	1
15	OTHER	4	4	0.8	40.0	26.5	17.0	33.5	23.6	33.5	17300	1
999	OTHER	4	4	0.8	40.0	26.5	17.0	33.5	23.6	33.5	17300	1

JOB CODE: 42
 TITLE: WORD PROCESSING SUPERVISOR
 DESCRIPTION:

RESPONSIBLE FOR THE OPERATION OF A WORD PROCESSING GROUP OR SUB-GROUP. SCHEDULES AND COORDINATES WORKFLOW, ASSISTS WORD PROCESSING PERSONNEL IN DOCUMENT PRODUCTION AND IN ESTABLISHING AND MAINTAINING QUALITY STANDARDS. ALSO ANALYZES PRODUCTION DATA AND PROCEDURES, IDENTIFIES POTENTIAL IMPROVMENTS AND MAY BE RESPONSIBLE PARTIALLY FOR BUDGETS AND EQUIPMENT RECOMMENDATION.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	156	241	0.9	38.6	24.2	12.0	37.9	19.2	28.0	1440	40
NORTHEASTERN STATES	45	70	0.9	38.3	23.6	12.1	36.0	19.2	28.4	981	12
SOUTHEASTERN STATES	26	35	0.9	39.4	21.7	16.0	30.7	17.8	25.4	520	2
NORTH CENTRAL STATES	30	50	0.9	37.6	24.2	15.0	36.7	18.5	27.0	2314	8
SOUTH CENTRAL STATES	27	42	0.9	39.2	23.5	15.7	40.0	19.1	27.4	170	5
WESTERN STATES	28	44	0.9	38.9	24.7	15.0	37.9	20.9	30.7	1952	12
METROPOLITAN AREA											
ATLANTA AREA, GA	4	6	0.9	38.5	23.6	20.0	30.7	21.4	29.7		0
BALTIMORE AREA, MD	2	2	0.9	40.0	27.5	23.5	31.5	23.7	32.8	900	1
BATON ROUGE AREA, LA	1	8	1.0	40.0	26.8	26.8	26.8	19.8	36.6		0
BOSTON AREA, MA	6	8	0.9	39.6	23.2	18.0	28.0	18.7	30.2	1475	4
CHICAGO AREA, IL	11	16	0.9	35.9	23.3	18.4	36.7	19.6	27.9	1341	5
CLEVELAND AREA, OH	2	4	0.8	39.2	25.1	23.0	28.6	21.6	34.2	600	1
DALLAS AREA, TX	7	7	0.9	39.3	27.3	22.2	33.1	22.4	32.8	50	1
DENVER AREA, CO	4	9	0.9	40.0	23.3	19.2	29.3	20.1	28.3		0
DES MOINES AREA, IA	2	2	0.7	40.0	19.5	17.8	21.2	17.6	25.5		0
DETROIT AREA, MI	2	2	0.9	38.7	19.4	19.0	19.7	15.5	25.6		0
GRAND RAPIDS AREA, MI	4	4	0.9	37.1	21.5	18.1	25.4	16.4	25.8	5600	2
GREENSBORO AREA, NC	2	3	1.0	40.0	17.7	16.8	18.7	15.7	23.0		0
HARRISBURG AREA, PA	2	2	0.9	40.0	20.7	19.3	22.2	17.1	25.1		0
HARTFORD AREA, CT	4	5	1.0	38.3	22.1	19.7	25.5	19.5	29.9	750	2
INDIANAPOLIS AREA, IN	1	14	1.0	37.9	30.0	30.0	30.0	22.1	34.2		0
KANSAS CITY AREA, KS	4	4	0.9	41.2	20.7	18.2	25.0	17.3	23.8		0
KANSAS CITY AREA, MO	5	5	0.8	39.3	21.6	16.8	28.0	18.6	26.9		0
LOS ANGELES AREA, CA	9	11	0.9	39.0	26.1	21.4	37.9	22.6	33.9	1172	3
LOUISVILLE AREA, KY	2	2	1.0	40.0	22.6	18.4	26.8	11.5	17.2		0
MIAMI AREA, FL	5	7	0.8	39.1	22.8	17.7	28.6	18.7	27.5	660	1
NASHVILLE AREA, TN	3	3	1.0	39.6	19.9	18.3	22.5	16.3	23.4	380	1
NEW YORK CITY AREA, NY	2	2	0.9	36.2	28.0	26.0	30.0	22.5	28.0		0

ORLANDO AREA, FL	3	3	0.9	39.2	16.4	16.0	17.3	15.4	20.9		0
PHILADELPHIA AREA, PA	2	2	0.9	37.5	21.6	20.8	22.5	18.0	27.2		0
PHOENIX AREA, AZ	2	2	0.9	34.2	17.0	15.0	19.0	13.7	20.5		0
PITTSBURGH AREA, PA	3	3	0.7	38.3	26.5	21.8	33.7	22.5	32.0		0
PORTLAND AREA, ME	1	1	0.9	38.0	16.1	16.1	16.1	12.3	18.5		0
PORTLAND AREA, OR	4	4	1.0	39.7	22.1	17.2	26.4	18.0	25.0		0
READING AREA, PA	2	3	0.8	39.2	21.4	17.0	25.7	17.5	25.9		0
RICHMOND AREA, VA	3	4	0.9	37.5	25.7	23.5	31.7	23.3	32.8	225	1
SAN ANTONIO AREA, TX	1	1	1.0	40.0	26.4	26.4	26.4	23.4	26.4		0
SAN DIEGO AREA, CA	5	17	1.0	38.8	25.0	18.0	30.9	22.3	33.9	2333	7
SAN FRANCISCO AREA, CA	5	7	0.9	39.2	26.7	19.0	31.3	20.6	26.4	1576	1
SOUTH BEND AREA, IN	3	3	0.9	40.0	17.0	15.0	18.6	12.9	18.7		0
ST. LOUIS AREA, MO	3	6	0.8	37.3	17.6	15.7	22.6	13.9	20.7	200	4
STAMFORD AREA, CT	2	4	1.0	36.2	25.0	24.0	26.0	20.6	32.0		0
TAMPA AREA, FL	4	8	0.9	38.4	24.1	19.7	27.0	18.4	26.1		0
TRENTON AREA, NJ	4	19	0.8	37.9	25.1	12.1	28.7	17.9	26.5		0
UTICA AREA, NY	3	4	0.9	40.0	17.7	15.6	20.4	14.8	21.0		0
WASHINGTON DC AREA	3	5	0.9	36.5	26.3	22.0	29.5	21.6	32.1	812	4

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	10	15	0.9	39.7	25.9	17.6	37.9	22.6	32.7	1189	4
220	TEXTILE MILL PRODUCTS	1	2	1.0	40.0	18.2	17.6	18.7	16.2	23.6		0
281	PHARMACEUTICALS-ETHICAL	2	2	0.9	36.9	28.3	25.0	31.7	22.7	32.3	1113	2
290	PET. REF. & RLTD. PROD.	2	2	0.8	40.0	32.3	26.7	37.9	27.0	38.6	1517	1
390	MISCELLANEOUS	2	6	0.9	43.7	24.2	22.8	24.5	20.0	29.0		0
02	MANUF.--DURABLE GDS.	4	11	1.0	40.0	25.3	19.3	26.8	18.3	28.5		0
390	MISCELLANEOUS	4	11	1.0	40.0	25.3	19.3	26.8	18.3	28.5		0
03	TRANSPORTATION	2	2	0.8	40.0	28.2	25.0	31.5	29.0	38.0	900	1
04	UTILITIES	10	14	0.8	39.5	26.7	17.0	33.7	22.4	32.8		0
481	TELEPHONE	5	8	0.8	40.0	27.6	20.0	33.1	23.4	35.0		0
491	ELEC. COMP. & SYS.	3	4	0.8	40.0	24.2	17.0	28.6	20.6	28.4		0
05	WHOLESALE/RETAIL TRADE	2	2	0.7	40.0	26.6	25.2	28.0	20.8	31.2	1000	1
06	FINANCE	30	46	0.9	39.0	22.2	15.3	28.7	16.8	25.2	1288	2
600	BANKING	16	23	0.9	38.9	21.8	16.0	28.7	16.2	23.9	1576	1
602	COMM. & STOCK SVGS. BANKS	6	6	0.9	39.7	21.1	15.3	25.5	17.4	25.8		0
603	MUTUAL SVGS. BANKS	2	3	1.0	40.0	17.2	15.6	18.0	15.1	25.1	1000	1
612	SVGS. & LOAN ASSOC.	3	11	0.8	38.7	24.2	17.3	26.8	18.2	28.0		0
07	INSURANCE	20	42	0.9	37.9	25.7	15.0	36.7	19.9	30.4	1988	8
630	INSURANCE CARRIERS	6	23	0.9	37.6	26.8	15.0	30.0	19.4	29.2	500	1
631	LIFE INSURANCE	7	12	0.9	37.9	24.2	19.7	26.4	21.1	31.6	2198	7
632	ACC. & HEALTH INS.	2	2	0.9	40.0	20.6	17.3	24.0	17.0	26.0		0

JOB CODE: 42 WORD PROCESSING SUPERVISOR (CON'T)

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
08	SERVICES-PROFIT	39	61	0.9	37.9	22.4	12.1	30.9	18.9	27.3	943	23
731	AD. AGENCIES & SERV.	2	8	0.7	36.2	18.0	15.7	19.8	15.0	21.3	200	4
736	BUS. & MGT. CONS. SERV.	6	8	0.9	40.0	24.5	20.3	30.9	21.0	30.9	1333	3
738	ACC., AUD. & BKPG. SERV.	2	2	0.9	40.0	20.7	19.0	22.5	17.5	23.7		0
739	BUS. SERV., OTHER	3	4	0.9	38.7	20.5	12.2	30.7	19.2	28.1		0
810	LEGAL SERVICES	17	22	0.9	35.9	24.3	16.0	29.5	21.1	29.3	1073	14
891	ENGIN. & ARCH. SERV.	6	14	0.9	40.4	21.7	12.1	30.9	17.9	26.8	1500	1
09	SERVICES-NON-PROFIT	13	13	0.9	38.8	20.7	16.8	24.5	18.0	24.1		0
800	MED., DEN. & HEALTH SERV.	7	7	0.9	39.6	20.5	16.8	24.0	17.8	23.3		0
860	NON-PROFIT MEM. ORG.	4	4	0.9	39.0	19.9	18.3	22.5	17.1	24.3		0
10	EDUCATIONAL SERVICES	9	11	0.9	38.9	21.7	16.6	29.3	17.9	25.0		0
821	ELEM. & SECONDARY SCHLS.	3	4	0.8	38.7	24.5	19.7	29.3	18.1	25.9		0
822	COLL., UNIV., PROF.	5	6	0.9	38.7	18.9	16.6	22.9	15.9	23.1		0
11	GOVERNMENT	6	11	1.0	39.6	23.8	17.2	27.5	18.8	25.3		0
920	STATE GOVERNMENT	2	2	1.0	40.0	19.5	17.2	21.8	15.4	22.3		0
930	LOCAL GOVERNMENT	3	4	1.0	40.0	24.3	19.6	27.5	19.6	27.0		0
14	REAL ESTATE	1	2	1.0	37.5	25.2	25.2	25.2	15.5	21.0		0
650	REAL ESTATE	1	2	1.0	37.5	25.2	25.2	25.2	15.5	21.0		0
15	OTHER	7	11	0.9	37.9	23.3	18.1	30.0	20.7	29.7	10800	1
999	OTHER	8	12	0.9	38.1	23.2	18.1	30.0	20.3	29.4	10800	1

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JOB CODE: 43
 TITLE: SENIOR WORD PROCESSING SPECIALIST
 DESCRIPTION:

MAY ACT AS ASSISTANT SUPERVISOR. FAMILIAR WITH ALL THE INFORMATION PROCESSING EQUIPMENT WITHIN THE INSTALLATION. RESPONSIBILITIES INCLUDE COORDINATING AND ASSIGNING WORK, ANALYZING REQUIREMENTS FOR SPECIFIC PROJECTS, COMMUNICATING WITH USERS, COMPILING PRODUCTION STATISTICS AND RECOMMENDING CHANGES IN CENTER PROCEDURES. MAY ALSO ASSIST IN TRAINING PERSONNEL.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (\$1000s/YR)	NO. BONUSES REPORTED
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	178	321	0.9	38.7	19.6	10.7	30.5	15.8	23.0	1237	49
NORTHEASTERN STATES	48	90	0.9	38.2	20.3	11.3	30.5	16.7	24.7	587	23
SOUTHEASTERN STATES	30	51	0.9	39.1	18.2	12.9	29.4	14.5	21.0	206	3
NORTH CENTRAL STATES	41	68	0.9	38.0	19.3	10.7	26.9	14.9	21.9	3641	9
SOUTH CENTRAL STATES	23	43	0.9	39.0	19.3	14.0	26.0	16.4	22.4	748	8
WESTERN STATES	36	69	0.9	39.3	20.0	13.2	28.7	16.2	23.8	1153	5
METROPOLITAN AREA											
ATLANTA AREA, GA	6	10	0.9	38.5	21.5	16.2	26.2	18.2	25.2		0
BALTIMORE AREA, MD	3	3	0.8	40.0	25.1	20.1	30.1	20.3	24.9		0
BOSTON AREA, MA	13	22	0.9	39.0	22.1	16.4	30.5	16.4	27.4	713	13
CHICAGO AREA, IL	11	12	1.0	36.1	19.9	16.0	24.6	16.9	24.1	741	4
CLEVELAND AREA, OH	4	12	0.9	39.4	15.6	12.5	26.9	14.7	21.1		0
COLUMBUS AREA, OH	3	4	0.9	38.1	16.1	12.5	19.3	12.3	21.0	500	1
DALLAS AREA, TX	3	5	0.9	40.0	22.7	21.4	26.0	19.3	26.9	562	2
DENVER AREA, CO	5	18	0.9	40.0	19.1	16.2	24.0	16.2	23.9		0
DES MOINES AREA, IA	5	5	0.9	39.7	16.1	12.6	20.6	12.4	19.1		0
DETROIT AREA, MI	3	5	0.9	36.5	18.1	13.9	20.0	13.0	23.3		0
GRAND RAPIDS AREA, MI	8	10	1.0	38.9	18.3	13.6	25.4	14.4	19.9	7325	4
GREENSBORO AREA, NC	2	9	1.0	40.0	14.5	13.4	17.4	13.1	18.9		0
HARTFORD AREA, CT	2	3	0.9	38.6	16.9	16.1	17.6	15.1	22.7	678	1
HOUSTON AREA, TX	3	4	0.9	39.2	21.8	20.7	23.1	19.3	22.8		0
INDIANAPOLIS AREA, IN	2	15	0.9	38.3	25.6	16.8	26.2	16.2	24.4		0
JACKSONVILLE AREA, FL	2	2	0.9	40.0	16.3	15.5	17.1	13.9	19.5	50	1
KANSAS CITY AREA, MO	2	2	0.9	39.2	17.7	17.5	18.0	15.6	19.3		0
LOS ANGELES AREA, CA	11	14	0.9	38.9	21.8	16.8	28.1	18.5	27.9	1063	4
LOUISVILLE AREA, KY	5	10	0.8	38.1	17.5	13.5	26.1	13.6	20.8		0
MIAMI AREA, FL	3	5	0.9	40.0	18.5	17.7	19.5	16.3	23.7		0
MINNEAPOLIS AREA, MN	2	2	1.0	40.0	16.5	10.7	22.4	14.6	21.9		0
NASHVILLE AREA, TN	2	3	0.9	40.0	16.4	16.0	17.2	12.7	21.2	320	1
NEW YORK CITY AREA, NY	2	2	0.9	35.0	21.5	20.0	23.0	18.5	22.0	1000	1

NEWARK AREA, NJ	3	7	0.8	36.8	25.0	20.5	28.3	20.5	30.3		0
OMAHA AREA, NE	2	2	0.9	39.4	19.1	16.9	21.3	16.6	22.8		0
ORLANDO AREA, FL	2	2	0.8	40.0	19.7	14.1	25.2	14.7	21.4		0
PHOENIX AREA, AZ	4	4	0.9	39.2	19.6	16.8	24.5	15.7	22.5		0
PITTSBURGH AREA, PA	3	4	0.8	37.5	23.3	17.3	28.4	17.6	23.3		0
PORTLAND AREA, ME	2	2	1.0	38.2	14.9	14.6	15.2	11.2	16.6		0
PORTLAND AREA, OR	6	11	0.9	39.2	17.8	13.3	21.9	14.7	19.5		0
RICHMOND AREA, VA	2	11	0.7	37.5	21.7	18.0	29.0	19.5	28.4	225	6
SAN ANTONIO AREA, TX	1	2	1.0	40.0	23.4	23.4	23.4	20.4	23.4		0
SAN DIEGO AREA, CA	8	26	1.0	39.6	19.9	15.1	23.7	15.6	27.5		0
SAN FRANCISCO AREA, CA	3	8	0.9	38.3	22.6	20.5	28.7	19.2	27.6		0
SEATTLE AREA, WA	2	3	0.9	40.0	17.9	16.8	19.1	14.9	24.7	1512	1
ST. LOUIS AREA, MO	5	7	0.8	37.1	16.0	14.0	19.5	12.7	19.3	133	3
STAMFORD AREA, CT	1	2	1.0	37.5	21.5	21.5	21.5	16.9	28.3		0
TAMPA AREA, FL	4	6	1.0	38.4	20.9	15.1	29.4	14.2	20.3		0
TRENTON AREA, NJ	4	18	0.9	37.5	17.9	11.3	19.1	12.8	18.7		0
TUCSON AREA, AZ	1	2	0.9	40.0	14.5	13.2	15.7	13.2	16.4		0
UTICA AREA, NY	2	4	0.9	40.0	13.8	13.3	14.2	13.1	18.5		0
WASHINGTON DC AREA	2	2	0.9	36.2	23.2	23.0	23.4	21.1	28.0	600	2

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	15	44	0.8	38.2	20.7	13.4	29.0	17.5	25.7	728	10
200	FOOD & KINDRED PROD.	5	10	0.8	36.8	23.4	17.2	28.7	19.0	28.8	2200	1
220	TEXTILE MILL PRODUCTS	1	7	1.0	40.0	14.0	13.4	14.8	12.7	18.5		0
281	PHARMACEUTICALS-ETHICAL	3	9	0.7	37.6	25.2	20.9	29.0	19.3	27.5	479	7
290	PET. REF. & RLTD. PROD.	2	2	0.8	40.0	22.7	19.0	26.4	18.7	29.6	1055	1
390	MISCELLANEOUS	3	15	0.9	39.2	19.2	19.1	19.6	15.7	20.9		0
02	MANUF.--DURABLE GDS.	7	14	0.9	39.7	14.5	14.7	22.3	14.6	20.0	460	1
340	FABRICATED METAL PROD.	2	3	0.9	40.0	16.4	15.5	17.4	14.7	19.1	460	1
390	MISCELLANEOUS	4	7	0.8	39.4	13.5	17.4	22.3	15.5	22.0		0
04	UTILITIES	8	12	0.9	39.7	24.2	17.3	28.4	19.3	27.0		0
481	TELEPHONE	2	2	1.0	40.0	17.7	17.3	18.1	16.7	22.6		0
491	ELEC. COMP. & SYS.	5	8	0.9	39.5	24.8	18.0	26.9	20.1	28.6		0
492	GAS COMP. & SYS.	1	2	1.0	40.0	28.4	28.4	28.4	20.8	28.3		0
05	WHOLESALE/RETAIL TRADE	4	4	0.8	40.0	20.6	18.0	24.6	14.3	21.4	500	1
06	FINANCE	26	47	0.9	38.7	17.4	12.6	23.1	14.0	20.6	50	1
600	BANKING	12	21	0.9	39.0	17.8	12.6	23.1	14.0	19.8		0
602	COMM. & STOCK SVGS. BANKS	5	10	0.8	38.1	17.2	13.5	20.8	14.2	22.0		0
604	TRUST COMPANIES	2	3	0.8	37.5	16.8	15.5	18.5	14.4	21.9		0
612	SVGS. & LOAN ASSOC.	3	8	0.8	39.2	18.2	14.1	18.8	14.5	20.6		0
07	INSURANCE	22	41	0.9	38.3	20.7	12.5	26.2	15.2	23.0		0
630	INSURANCE CARRIERS	8	24	0.9	38.4	22.8	14.1	26.2	15.3	23.3		0
631	LIFE INSURANCE	6	8	1.0	38.4	18.5	16.1	21.8	14.5	21.8		0
633	FIRE, MARINE & CAS. INS.	2	2	0.9	38.7	17.7	16.9	18.4	17.2	24.5		0
640	INS. AGT., BROKERS &	2	2	1.0	37.5	14.4	12.5	16.2	15.1	21.1		0

JOB CODE: 43 SENIOR WORD PROCESSING SPECIALIST (CON'T)

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
08	SERVICES-PROFIT	49	89	0.9	38.3	19.5	11.3	26.0	15.8	23.3	717	27
731	AD. AGENCIES & SERV.	4	6	1.0	36.7	15.9	14.0	19.5	14.3	20.1	133	3
736	BUS. & MGT. CONS. SERV.	9	18	0.9	39.4	20.7	16.8	24.5	16.3	27.9	708	11
737	DP SERV., SOFTWARE CO.	3	3	0.9	37.9	19.9	14.2	23.0	17.2	23.8	1000	1
738	ACC., AUD. & BKPG. SERV.	3	4	1.0	39.2	21.0	19.7	22.8	20.3	23.5		0
810	LEGAL SERVICES	20	26	0.9	35.8	21.3	13.9	26.0	17.4	23.6	791	9
891	ENGIN. & ARCH. SERV.	5	26	1.0	40.0	17.8	11.3	23.2	14.4	21.3	800	1
09	SERVICES-NON-PROFIT	8	9	0.9	38.6	19.1	13.3	23.0	16.9	21.6		0
800	MED., DEN. & HEALTH SERV.	3	3	0.9	39.6	16.9	13.3	20.8	14.8	19.6		0
860	NON-PROFIT MEM. ORG.	2	2	0.9	38.0	17.0	16.8	17.3	14.3	18.3		0
895	RELIGIOUS ORGANIZATIONS	2	3	0.9	36.9	21.4	18.3	23.0	20.2	22.4		0
10	EDUCATIONAL SERVICES	7	7	0.9	38.9	19.7	14.5	26.1	15.6	22.0		0
821	ELEM. & SECONDARY SCHLS.	3	3	0.9	39.2	20.5	17.5	26.1	15.0	22.4		0
822	COLL., UNIV., PROF.	4	4	0.9	38.1	19.6	14.5	24.5	14.7	21.4		0
11	GOVERNMENT	12	31	0.9	39.3	20.2	12.9	29.4	15.2	20.1	538	2
920	STATE GOVERNMENT	3	3	0.9	39.2	13.1	12.9	13.3	13.3	17.9		0
930	LOCAL GOVERNMENT	8	18	0.9	39.7	20.0	15.1	29.4	14.9	20.3	538	2
13	OIL AND GAS	3	5	0.9	40.0	20.4	16.0	24.0	16.3	23.6	2000	2
120	DRILLING, EXPLORATION	3	5	0.9	40.0	20.4	16.0	24.0	16.3	23.6	2000	2
15	OTHER	11	20	0.9	39.2	20.1	13.6	30.5	15.8	24.1	9033	3
999	OTHER	12	21	0.9	39.3	19.9	13.6	30.5	15.6	23.8	9033	3

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JOB CODE: 744

TITLE: WORD PROCESSING SPECIALIST

DESCRIPTION:

CAN FORMAT, PRODUCE AND REVISE COMPLICATED DOCUMENTS, SUCH AS LENGTHY TECHNICAL AND STATISTICAL REPORTS, FROM COMPLEX SOURCE INFORMATION. COMPETENT IN ELECTRONIC FILE MANAGEMENT. EXERCISES INDEPENDENT ACTION WHEN INTERPRETING INSTRUCTIONS TO PRODUCE A QUALITY DOCUMENT, UNDERSTANDS PROOFREADER MARKS, AND ASSUMES FULL RESPONSIBILITY FOR DOCUMENT ACCURACY AND COMPLETENESS. HAS A THOROUGH KNOWLEDGE OF CENTER PROCEDURES AND MAINTENANCE OF RECORDS.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	191	627	0.9	38.5	17.5	10.4	48.4	14.6	21.0	1239	67
NORTHEASTERN STATES	45	104	0.9	37.9	17.4	12.0	29.6	14.6	21.0	560	14
SOUTHEASTERN STATES	34	139	0.9	39.1	17.7	10.4	48.4	14.3	20.3	1070	29
NORTH CENTRAL STATES	50	199	0.9	37.8	16.7	10.4	25.4	14.2	20.1	2572	14
SOUTH CENTRAL STATES	27	67	0.9	38.9	17.4	12.0	25.7	14.4	20.9	250	5
WESTERN STATES	35	118	0.9	39.0	18.7	13.5	27.0	15.6	22.7	1382	5
METROPOLITAN AREA											
ATLANTA AREA, GA	6	18	0.9	38.0	18.0	14.7	20.0	15.8	22.7		0
BALTIMORE AREA, MD	5	8	0.9	38.6	23.6	13.5	29.6	16.9	21.3		0
BATON ROUGE AREA, LA	1	3	0.8	40.0	13.4	13.2	13.7	12.4	21.5		0
BOSTON AREA, MA	6	9	0.9	38.7	18.6	15.1	21.2	15.0	21.4	612	2
BUFFALO AREA, NY	1	2	1.0	37.5	17.5	16.8	18.2	16.0	21.6		0
CHARLOTTE AREA, NC	3	22	0.8	39.9	16.6	13.0	16.8	15.1	22.1	1289	21
CHICAGO AREA, IL	13	40	0.9	35.7	18.1	15.0	23.6	15.5	21.1	663	
CLEVELAND AREA, OH	2	15	0.8	39.5	17.6	15.0	23.4	17.4	23.6		0
COLUMBIA AREA, SC	2	3	1.0	37.5	15.3	12.9	16.5	14.7	18.3		0
COLUMBUS AREA, OH	2	2	0.9	38.7	17.0	16.9	17.1	12.0	20.6		0
CONCORD AREA, NH	1	3	0.7	40.0	13.9	13.3	14.9	12.4	18.5		0
DALLAS AREA, TX	10	32	0.9	39.2	19.3	14.7	25.7	14.9	21.5	250	5
DENVER AREA, CO	3	8	1.0	40.0	17.1	14.1	19.7	15.2	21.9		0
DES MOINES AREA, IA	7	15	0.9	39.8	14.9	10.4	18.4	11.4	16.5		0
DETROIT AREA, MI	2	11	0.9	35.5	19.4	16.2	23.3		22.8		0
GRAND RAPIDS AREA, MI	12	34	1.0	39.3	18.9	12.0	25.4	13.4	18.0	6355	5
GREENSBORO AREA, NC	1	4	1.0	40.0	15.8	14.7	17.0	14.0	20.4		0
HARRISBURG AREA, PA	2	2	1.0	37.5	14.5	13.1	15.9	13.6	18.9		0
HARTFORD AREA, CT	2	4	1.0	38.7	14.6	13.5	15.0	13.2	19.9	544	1
HONOLULU AREA, HI	2	7	0.8	40.0	13.9	13.5	15.7	12.6	15.5		0
HOUSTON AREA, TX	3	3	0.8	38.3	21.4	20.8	21.8	17.5	24.5		0
INDIANAPOLIS AREA, IN	2	55	0.9	38.3	14.9	14.0	14.9	12.5	18.0		0

JACKSONVILLE AREA, FL	2	3	0.9	40.0	16.3	15.5	16.6	14.6	20.6	200	1
KANSAS CITY AREA, MO	2	6	0.9	39.0	15.3	14.2	17.0	12.7	18.5		0
LOS ANGELES AREA, CA	7	22	0.9	39.4	20.9	15.1	27.0	16.9	25.3	998	3
LOUISVILLE AREA, KY	7	38	0.8	37.9	18.8	10.4	48.4	12.1	17.0	300	1
MIAMI AREA, FL	3	17	0.9	39.5	17.8	14.0	29.3	15.7	21.6		0
MILWAUKEE AREA, WI	2	3	0.8	40.0	13.1	12.0	14.2			83	3
MINNEAPOLIS AREA, MN	1	4	1.0	40.0	17.4	17.4	17.4	18.8	29.6		0
NASHVILLE AREA, TN	2	6	1.0	40.0	16.2	14.6	18.4	13.0	18.2		0
NEWARK AREA, NJ	3	12	0.9	37.2	19.2	15.3	22.7	16.4	23.8		0
OMAHA AREA, NE	4	13	1.0	39.4	14.3	13.5	17.8	12.9	18.1		0
ORLANDO AREA, FL	3	13	0.9	40.0	17.9	13.1	23.7	14.4	22.0	345	1
PHILADELPHIA AREA, PA	3	6	0.9	36.0	16.3	15.0	18.6	13.7	19.9		0
PHOENIX AREA, AZ	4	8	0.7	39.7	17.0	15.0	19.2	13.5	19.2		0
PITTSBURGH AREA, PA	2	8	0.9	39.2	17.0	15.1	17.7	15.4	19.9		0
PORTLAND AREA, ME	2	3	0.9	35.3	13.3	12.1	15.0	10.9	16.0		0
PORTLAND AREA, OR	7	15	0.9	38.6	16.7	13.8	20.5	14.8	19.7		0
RICHMOND AREA, VA	1	3	1.0	37.5	17.6	16.3	20.0	16.1	23.4	225	3
SAN DIEGO AREA, CA	8	44	1.0	39.0	17.9	13.9	22.0	14.7	21.9	2556	1
SAN FRANCISCO AREA, CA	6	16	0.9	38.5	21.6	16.3	24.8	17.9	26.2	1357	1
ST. LOUIS AREA, MO	4	11	0.9	36.7	13.2	12.0	14.6	11.6	17.6		0
STAMFORD AREA, CT	1	3	1.0	35.0	17.8	17.8	17.8	15.0	20.0		0
TAMPA AREA, FL	4	12	0.8	39.2	18.2	14.0	24.0	15.5	21.2	620	5
TRENTON AREA, NJ	4	13	0.9	36.7	15.1	12.2	18.1	12.4	18.2		0
TUCSON AREA, AZ	1	6	1.0	40.0	20.9	20.4	22.0				0
UTICA AREA, NY	4	12	1.0	40.0	14.7	12.0	17.8	12.3	18.4		0
WASHINGTON DC AREA	3	9	1.0	36.9	23.3	19.0	27.5	19.1	28.7	675	8

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS/ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (\$1000s/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	13	50	0.9	38.4	18.5	13.4	26.8	15.6	22.9	694	6
200	FOOD & KINDRED PROD.	4	18	0.9	36.3	19.9	14.3	24.8	17.2	25.6	1876	1
220	TEXTILE MILL PRODUCTS	1	4	1.0	40.0	15.8	14.7	17.0	14.0	20.4		0
281	PHARMACEUTICALS-ETHICAL	3	12	1.0	39.3	15.8	13.4	20.0	13.9	20.6	225	3
282	COSMETICS	1	3	1.0	40.0	17.0	17.0	17.0	16.0	24.0		0
290	PET. REF. & RLTD. PROD.	2	10	0.9	40.0	21.7	18.4	26.8	15.7	23.1	1071	1
390	MISCELLANEOUS	2	5	0.9	39.2	17.3	17.1	18.1	14.9	19.2		0
02	MANUF.--DURABLE GDS.	6	8	0.9	39.4	17.7	15.0	21.0	14.5	20.4		0
390	MISCELLANEOUS	4	6	0.9	39.2	17.0	15.0	20.7	14.1	19.6		0
03	TRANSPORTATION	1	4	0.9	40.0	29.6	29.6	29.6	29.6	29.6		0
04	UTILITIES	11	41	0.9	39.4	20.2	15.9	25.7	16.2	22.9		0
481	TELEPHONE	3	11	1.0	40.0	22.5	16.6	25.7	16.0	24.5		0
491	ELEC. COMP. & SYS.	5	20	0.9	39.8	20.4	17.6	23.4	17.0	23.8		0
492	GAS COMP. & SYS.	2	8	0.9	40.0	17.4	15.9	18.4	15.7	19.9		0

JOB CODE: 44 WORD PROCESSING SPECIALIST (CON'T)

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS/ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
05	WHOLESALE/RETAIL TRADE	5	31	0.8	40.0	16.6	13.1	17.9	14.8	22.0	1284	21
508	MACH., EQUIP. & SUPP.	1	20	0.8	40.0	16.8	16.8	16.8	15.4	22.6	1344	20
06	FINANCE	34	100	0.9	38.4	14.6	10.4	29.3	12.5	18.3	829	2
600	BANKING	14	43	0.9	39.2	15.0	12.1	20.8	12.9	18.7	1357	1
602	COMM. & STOCK SVGS. BANKS	8	31	0.8	37.8	14.4	10.4	29.3	12.2	18.1		0
603	MUTUAL SVGS. BANKS	2	3	1.0	40.0	13.8	13.8	13.9	11.4	18.0		0
604	TRUST COMPANIES	2	7	1.0	36.8	13.5	12.0	15.5	13.5	20.3		0
612	SVGS. & LOAN ASSOC.	3	5	0.8	39.4	16.7	14.4	18.1	13.7	18.3		0
07	INSURANCE	24	124	0.9	38.2	15.9	13.2	21.8	14.6	20.9	677	4
630	INSURANCE CARRIERS	6	67	0.8	39.1	15.5	14.0	20.6	15.5	22.0		0
631	LIFE INSURANCE	8	21	1.0	38.1	17.3	13.2	21.0	14.4	20.3	677	4
632	ACC. & HEALTH INS.	2	8	0.8	40.0	13.7	13.3	14.9	12.4	18.0		0
633	FIRE, MARINE & CAS. INS.	2	12	0.9	37.8	17.2	14.9	21.7	15.7	23.6		0
639	INS. CARRIERS, OTHER	3	7	0.9	37.5	15.2	13.6	16.8	14.2	19.6		0
640	INS. AGT., BROKERS & SERVICES-PROFIT	1	2	0.9	35.0	17.4	16.3	18.6	14.4	20.2		0
08	AD. AGENCIES & SERV.	45	151	0.9	37.6	18.6	10.4	27.5	15.2	21.4	601	28
731	BUS. & MGT. CONS. SERV.	2	13	1.0	35.5	16.5	15.0	20.0	14.6	19.0		0
736	ACC., AUD. & BKPG. SERV.	3	9	0.9	39.5	19.9	17.7	23.6	18.9	24.6	625	1
738	BUS. SERV., OTHER	4	5	0.9	39.4	17.6	12.3	21.5	14.5	19.2		0
739	LEGAL SERVICES	5	7	1.0	37.9	17.5	14.5	19.7	15.3	21.2	350	2
810	ENGIN. & ARCH. SERV.	21	77	0.9	36.2	19.7	12.2	27.5	16.7	23.2	641	20
891	SERVICES-NON-PROFIT	6	27	1.0	40.0	16.0	12.0	20.0	12.8	19.4	213	4
09	MED., DEN. & HEALTH SERV.	11	25	1.0	38.6	16.8	13.1	20.6	14.9	19.7		0
800	NON-PROFIT MEM. ORG.	3	8	1.0	39.2	17.3	14.3	18.7	13.9	18.3		0
860	RELIGIOUS ORGANIZATIONS	4	8	1.0	38.5	15.3	13.1	16.5	14.0	19.2		0
895	EDUCATIONAL SERVICES	3	5	0.9	37.1	18.1	16.4	20.6	17.2	19.5		0
10	ELEM. & SECONDARY SCHLS.	12	26	0.8	39.0	23.7	14.0	48.4	14.2	19.3		0
821	COLL., UNIV., PROF.	3	10	0.8	38.7	34.7	14.0	48.4	14.4	19.0		0
822	EDUC. SERV., OTHER	8	12	0.9	38.8	15.7	12.9	19.2	13.4	19.0		0
829	GOVERNMENT	2	5	0.8	40.0	18.9	17.3	20.0	16.0	20.0		0
11	STATE GOVERNMENT	11	31	0.9	39.4	16.2	12.9	18.5	14.0	18.9	400	2
920	LOCAL GOVERNMENT	6	10	0.9	39.6	14.4	12.9	16.4	13.1	18.6		0
930	OIL AND GAS	5	13	0.9	40.0	16.4	13.0	18.4	14.0	19.1	400	2
13	DRILLING, EXPLORATION	3	5	0.9	40.0	18.1	15.8	19.5	14.7	21.3		0
120	OTHER	3	5	0.9	40.0	18.1	15.8	19.5	14.7	21.3		0
15	OTHER	9	23	0.9	39.7	16.3	12.0	23.7	13.7	19.8	7475	4
999	OTHER	9	23	0.9	39.7	16.3	12.0	23.7	13.7	19.8	7475	4

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JOB CODE: 45
 TITLE: WORD PROCESSING OPERATOR
 DESCRIPTION:

TYPICALLY HAS SIX TO 24 MONTHS WORD PROCESSING EXPERIENCE. IN ADDITION TO HAVING ALL THE QUALIFICATIONS AND FUNCTIONS OF A WORD PROCESSING TRAINEE, A WORD PROCESSING OPERATOR HANDLES SPECIAL DOCUMENTS, MEETS ESTABLISHED QUALITY STANDARDS, USES ALL OF A SYSTEM'S MACHINE'S TEXT EDITING FUNCTIONS AND IS FAMILIAR WITH DEPARTMENT TERMINOLOGY AND COMPANY PRACTICES.

GEOGRAPHIC REGION -----	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. / SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED -----
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	175	670	0.9	38.3	15.5	9.4	25.4	12.9	18.7	461	70
NORTHEASTERN STATES	41	189	0.9	38.1	14.8	10.0	21.4	12.7	18.3	527	9
SOUTHEASTERN STATES	31	183	0.9	38.6	15.4	10.3	19.5	12.7	18.0	594	12
NORTH CENTRAL STATES	54	161	0.9	37.4	16.3	9.42	25.4	12.5	19.3	516	27
SOUTH CENTRAL STATES	19	55	0.9	38.9	14.4	10.8	19.7	12.9	18.0	88	18
WESTERN STATES	30	82	0.9	38.8	16.1	12.0	24.8	14.0	19.8	1389	3
METROPOLITAN AREA -----											
ATLANTA AREA, GA	5	27	1.0	37.5	16.3	13.0	18.9	13.9	19.8		0
BALTIMORE AREA, MD	3	8	0.8	38.1	15.0	11.3	17.3	12.5	17.5		0
BOSTON AREA, MA	5	20	1.0	38.7	16.9	10.0	18.2	12.4	18.4	300	1
CHARLOTTE AREA, NC	3	6	1.0	39.6	14.0	11.3	15.6	12.1	17.1	828	5
CHICAGO AREA, IL	22	33	0.9	35.3	17.9	14.5	22.7	14.4	21.5	604	20
CLEVELAND AREA, OH	3	29	0.9	39.5	15.9	11.0	22.5	16.6	23.6	100	1
COLUMBIA AREA, SC	1	15	0.9	37.5	12.0	12.0	12.0	9.5	13.0		0
COLUMBUS AREA, OH	3	15	1.0	37.5	12.2	9.7	16.2	9.9	18.6	275	2
CONCORD AREA, NH	1	5	0.8	40.0	12.0	10.8	14.2	10.8	16.1		0
DALLAS AREA, TX	3	6	1.0	38.5	15.1	14.4	16.2	13.9	19.0	50	3
DENVER AREA, CO	4	10	0.9	42.6	16.7	14.1	18.7	15.1	18.3	50	1
DES MOINES AREA, IA	4	15	0.9	38.7	14.7	9.5	17.5	9.7	14.7		0
DETROIT AREA, MI	4	16	0.9	36.4	13.8	12.0	15.6	11.3	21.0		0
GRAND RAPIDS AREA, MI	5	29	0.9	37.3	22.6	10.4	25.4	11.7	16.7	366	3
GREENSBORO AREA, NC	1	4	0.9	40.0	15.2	13.9	16.2	12.0	17.7		0
HARRISBURG AREA, PA	1	7	0.9	40.0	16.6	14.7	17.7	12.9	19.3		0
HARTFORD AREA, CT	3	30	1.0	38.0	14.8	12.9	17.2	12.5	18.9	399	2
HONOLULU AREA, HI	1	3	0.7	40.0	13.1	12.7	13.7	10.9	13.7		0
HOUSTON AREA, TX	2	2	0.8	37.5	17.5	16.8	18.1	14.5	19.8		0
INDIANAPOLIS AREA, IN	1	7	1.0	37.9	12.5	12.5	12.5	12.1	17.5		0
JACKSONVILLE AREA, FL	2	11	1.0	40.0	14.6	14.6	14.7	12.1	18.1	100	1
KANSAS CITY AREA, KS	1	4	0.8	40.0	13.5	13.1	13.7	12.7	19.0		0

KANSAS CITY AREA, MO	2	6	0.7	39.5	14.3	12.5	19.7	12.6	17.6		0
LOS ANGELES AREA, CA	6	12	1.0	39.4	16.6	13.9	18.4	14.9	21.2	1490	2
LOUISVILLE AREA, KY	3	22	0.8	37.5	11.7	10.3	13.5	11.1	15.5	300	1
MIAMI AREA, FL	6	38	0.9	39.0	16.9	12.8	19.5	14.0	20.2	531	3
MILWAULKEE AREA, WI	2	2	0.8	40.0	12.0	12.0				100	1
NASHVILLE AREA, TN	2	2	0.8	40.0	16.3	14.1	18.5	14.5	17.7		0
NEW YORK CITY AREA, NY	1	2	0.9	35.0	20.0	20.0	20.0	18.0	23.0	800	1
NEWARK AREA, NJ	3	15	0.9	36.4	17.0	14.0	20.6	15.0	21.5		0
OMAHA AREA, NE	4	7	1.0	39.2	12.4	10.6	13.6	11.8	16.6		0
ORLANDO AREA, FL	2	11	0.9	40.0	15.7	12.0	18.2	13.3	18.7		0
PHILADELPHIA AREA, PA	1	3	1.0	40.0	13.6	13.2	13.9	11.0	16.0		0
PHOENIX AREA, AZ	3	7	0.9	39.7	15.2	13.8	18.3	13.6	19.5		0
PITTSBURGH AREA, PA	2	5	0.9	38.3	15.7	14.7	18.3	14.8	18.5		0
PORTLAND AREA, ME	1	4	1.0	38.0	12.2	11.8	12.6	10.9	15.8		0
PORTLAND AREA, OR	5	26	1.0	38.7	16.3	13.3	23.4	14.2	19.2		0
READING AREA, PA	2	10	0.9	37.8	13.4	11.4	16.1	11.7	16.8		0
RICHMOND AREA, VA	3	16	0.9	37.5	14.3	14.0	14.4	12.3	17.5	225	2
SAN ANTONIO AREA, TX	1	3	0.9	36.2	13.8	13.8	13.8	11.4	15.9		0
SAN DIEGO AREA, CA	6	18	0.9	38.2	16.1	12.0	20.4	14.2	20.9		0
SAN FRANCISCO AREA, CA	6	9	1.0	39.4	18.5	14.3	24.8	15.1	21.1	1187	1
SEATTLE AREA, WA	1	2	1.0	40.0	14.6	14.1	15.1	12.3	21.8		0
SOUTH BEND AREA, IN	4	6	0.9	40.6	12.6	11.8	13.0	10.8	14.9		0
ST. LOUIS AREA, MO	4	22	0.9	37.2	12.8	10.8	15.6	11.4	16.8	100	14
STAMFORD AREA, CT	2	2	1.0	36.2	15.6	14.4	16.7	14.3	20.8		0
SYRACUSE AREA, NY	1	5	1.0	40.0	11.7	11.7	11.7	10.0	11.7		0
TAMPA AREA, FL	4	39	0.9	38.9	17.8	12.2	19.0	11.9	17.3	500	2
TRENTON AREA, NJ	3	22	1.0	37.5	14.9	11.3	15.7	10.7	14.3		0
UTICA AREA, NY	4	23	0.9	40.0	12.8	10.4	14.8	10.3	14.9		0
WASHINGTON DC AREA	1	3	1.0	37.5	18.7	16.5	21.4	16.5	24.7	800	3

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (\$1000s/YR)	NO. BONUS REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	10	27	0.9	37.2	16.5	12.9	20.6	14.6	20.4	530	5
200	FOOD & KINDRED PROD.	2	11	0.9	35.2	17.2	13.5	20.6	15.1	21.8	1000	1
281	PHARMACEUTICALS-ETHICAL	4	10	0.9	38.2	16.2	13.4	18.9	13.9	19.8	383	3
390	MISCELLANEOUS	1	2	0.7	40.0	15.5	14.7	16.3	14.2	16.8		0
02	MANUF.--DURABLE GDS.	4	6	0.9	39.4	16.2	14.9	18.7	14.2	19.6		0
390	MISCELLANEOUS	3	5	0.9	39.2	15.7	14.9	16.3	14.0	19.0		0
04	UTILITIES	8	53	0.9	40.0	17.9	13.0	22.5	15.1	21.2		0
481	TELEPHONE	2	31	0.9	40.0	18.8	13.9	19.0	11.7	19.9		0
491	ELEC. COMP. & SYS.	4	17	0.9	40.0	16.9	13.0	22.5	15.7	22.3		0
492	GAS COMP. & SYS.	2	5	0.8	40.0	15.6	14.1	18.3	14.8	17.8		0
05	WHOLESALE/RETAIL TRADE	5	11	0.9	40.4	14.9	12.6	19.7	12.1	17.2	1248	3
508	MACH., EQUIP. & SUPP.	1	3	0.9	40.0	15.6	15.6	15.6	13.0	18.9	1248	3
540	FOOD	1	2	1.0	40.0	15.0	15.0	15.0	12.0	17.0		0

JOB CODE: 45 WORD PROCESSING OPERATOR (CON'T)

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS. / WEEK	ANNUAL SALARIES [\$1000s/YR]			AVG. SALARY RANGES [\$1000s/YR]		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
06	FINANCE	29	123	0.9	39.0	13.9	10.3	18.7	12.0	16.7	507	5
600	BANKING	13	65	0.9	39.4	14.4	10.8	18.7	12.5	16.9	559	4
601	FED. RESERVE BANKS	2	4	0.8	37.3	12.4	9.42	14.1	11.7	16.9		0
602	COMM. & STOCK SVGS. BANKS	6	35	0.9	38.2	14.1	10.3	18.0	11.9	17.3		0
603	MUTUAL SVGS. BANKS	2	3	1.0	40.0	11.9	11.8	12.0	9.41	15.1		0
612	SVGS. & LOAN ASSOC.	3	8	0.8	40.0	12.7	12.0	13.7	10.6	13.9		0
07	INSURANCE	25	132	0.9	38.2	14.7	9.68	20.4	12.6	19.2	113	4
630	INSURANCE CARRIERS	7	52	0.9	38.4	14.2	9.68	19.0	11.7	19.7	300	1
631	LIFE INSURANCE	8	55	1.0	38.2	15.5	12.3	18.7	13.1	19.0	50	3
632	ACC. & HEALTH INS.	1	5	0.8	40.0	12.0	10.8	14.2	10.8	16.1		0
633	FIRE, MARINE & CAS. INS.	2	9	0.9	37.9	15.9	12.9	20.4	14.6	22.0		0
640	INS. AGT., BROKERS & SERVICES-PROFIT	4	7	0.9	36.7	13.8	11.0	15.2	12.8	17.7		0
08	AD. AGENCIES & SERV.	56	191	0.9	36.9	17.1	10.0	25.4	13.3	19.4	448	49
731	BUS. & MGT. CONS. SERV.	1	14	1.0	37.5	13.4	12.3	15.6	11.8	17.2	100	14
736	DP SERV., SOFTWARE CO.	2	13	1.0	38.7	17.3	17.1	20.0	18.5	23.1		0
737	ACC., AUD. & BKPG. SERV.	2	3	0.9	36.9	19.1	17.3	20.0	17.4	24.0	800	1
738	BUS. SERV., OTHER	4	6	0.8	39.4	15.0	11.2	18.5	13.7	16.8		0
739	LEGAL SERVICES	4	30	1.0	38.3	14.4	11.7	18.9	13.1	18.8	100	1
810	ENGIN. & ARCH. SERV.	32	111	0.9	35.4	18.7	11.4	25.4	14.0	20.9	561	29
891	SERVICES-NON-PROFIT	7	10	1.0	39.0	12.6	10.0	17.0	10.7	15.2	200	2
09	MED., DEN. & HEALTH SERV.	6	30	0.9	39.4	13.4	12.0	16.2	12.2	16.7		0
800	RELIGIOUS ORGANIZATIONS	5	28	0.9	39.7	13.3	12.0	16.2	11.9	16.8		0
895	EDUCATIONAL SERVICES	1	2	0.8	36.2	14.6	14.6	14.6	14.6	15.6		0
10	ELEM. & SECONDARY SCHLS.	9	32	0.9	37.9	12.8	9.55	18.5	11.8	16.4		0
821	COLL., UNIV., PROF.	1	2	0.8	37.5	12.8	12.8	12.8	12.8	19.5		0
822	EDUC. SERV., OTHER	7	27	0.9	37.8	12.9	11.3	18.3	12.0	16.9		0
829	GOVERNMENT	2	4	0.9	38.3	11.9	9.55	18.5	10.5	12.7		0
11	STATE GOVERNMENT	7	21	0.9	39.8	14.5	11.3	17.7	12.6	17.1	200	2
920	LOCAL GOVERNMENT	3	15	0.9	40.0	14.3	12.2	16.2	12.0	16.8		0
930	CONSTRUCTION AND MINING	3	4	1.0	40.0	13.4	11.3	14.7	12.5	17.0	200	2
12	REAL ESTATE	1	2	1.0	40.0	18.4	18.4	18.4	15.5	24.7		0
14	REAL ESTATE	1	2	1.0	37.5	23.2	21.6	24.8	15.5	21.0		0
650	OTHER	1	2	1.0	37.5	23.2	21.6	24.8	15.5	21.0		0
15	OTHER	8	30	0.9	39.3	15.2	14.1	18.2	13.4	20.0		0
999	OTHER	9	37	0.9	39.5	15.5	14.1	18.2	13.3	19.9		0

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JOB CODE: 46
 TITLE: WORD PROCESSING TRAINEE
 DESCRIPTION:

ENTRY LEVEL POSITION FOR THOSE HAVING LESS THAN 12 MONTHS WORD PROCESSING EXPERIENCE. MUST HAVE ADEQUATE TYPING SKILLS, GOOD KNOWLEDGE OF GRAMMAR, PUNCTUATION, SPELLING AND FORMATTING. THE ABILITY TO USE HANDBOOKS AND OTHER REFERENCE MATERIALS, AND BE ORIENTED TOWARD TEAMWORK AND THE USE OF MACHINES. A TRAINEE'S FUNCTIONS INCLUDE ROUTINE TRANSCRIPTION AND MANIPULATION OF TEXT FROM VARIOUS TYPES OF SOURCE INFORMATION. MAINTAINS OWN PRODUCTION RECORDS AND MAY BE REQUIRED TO PROOFREAD OWN WORK.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	49	122	0.9	38.2	12.4	8.0	34.4	11.7	16.7	344	9
NORTHEASTERN STATES	11	42	0.9	37.4	12.1	8.0	34.4	12.1	16.9	316	3
SOUTHEASTERN STATES	16	40	0.9	38.4	12.5	10.0	16.2	11.8	16.2	466	4
NORTH CENTRAL STATES	10	21	0.9	38.1	11.6	9.6	14.4	10.4	16.4	232	1
SOUTH CENTRAL STATES	7	12	0.9	39.5	13.8	8.5	20.8	12.0	17.2	50	1
WESTERN STATES	5	7	0.9	39.4	14.9	12.5	16.4	12.8	18.1		0
METROPOLITAN AREA											
ALBANY AREA, NY	1	13	0.8	35.0	10.6	10.6	10.6	10.0	14.8		0
ATLANTA AREA, GA	3	5	0.8	37.8	14.5	13.0	16.2	13.4	18.7		0
BOSTON AREA, MA	2	2	1.0	35.0	11.9	8.0	15.9	12.0	14.6		0
CHICAGO AREA, IL	2	2	0.9	35.0	13.2	12.0	14.4	14.0	22.0	232	1
COLUMBUS AREA, OH	3	5	0.9	38.0	11.6	9.6	13.5	9.7	16.9		0
DALLAS AREA, TX	3	4	0.9	39.2	17.2	13.6	20.8	13.4	21.2	50	1
DENVER AREA, CO	2	5	0.9	40.0	13.1	12.6	13.2	12.2	15.9		0
INDIANAPOLIS AREA, IN	1	6	1.0	37.9	11.5	11.5	11.5	11.4	16.5		0
JACKSONVILLE AREA, FL	1	10	0.9	30.0	12.0	12.0	12.0	10.4	13.5	25	1
KANSAS CITY AREA, MO	1	2	0.8	38.5	11.4	11.4	11.4	11.4	12.6		0
LOS ANGELES AREA, CA	1	3	1.0	40.0	15.4	15.4	15.4	13.9	21.1		0
LOUISVILLE AREA, KY	2	2	0.9	37.5	10.4	10.0	10.7	9.9	12.3	300	1
MIAMI AREA, FL	2	8	0.9	40.0	13.5	12.8	14.3	12.9	18.1		0
NASHVILLE AREA, TN	2	2	0.9	40.0	12.0	11.5	12.5	11.4	15.0		0
OMAHA AREA, NE	2	6	1.0	39.2	11.6	11.0	13.0	11.0	15.0		0
PHOENIX AREA, AZ	2	2	0.9	38.5	13.4	12.5	14.4	11.6	15.9		0
PORTLAND AREA, OR	2	2	0.9	40.0	16.4	16.4	16.4	12.9	17.7		0
READING AREA, PA	1	10	0.9	37.8	13.3	9.8	34.4	12.9	18.7		0
RICHMOND AREA, VA	1	2	1.0	37.5	12.2	12.0	12.4	11.8	17.1	225	2
TAMPA AREA, FL	3	10	0.9	38.2	11.6	11.5	11.7	11.6	15.8	500	1

TRENTON AREA, NJ	3	9	0.9	38.1	13.3	11.6	14.2	10.7	14.9	0
UTICA AREA, NY	1	4	0.8	40.0	9.9	9.8	9.8	9.5	12.7	0

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	1	2	1.0	37.5	12.2	12.0	12.4	11.8	17.1	225	2
281	PHARMACEUTICALS-ETHICAL	1	2	1.0	37.5	12.2	12.0	12.4	11.8	17.1	225	2
04	UTILITIES	4	5	0.9	39.4	18.0	15.9	20.8	14.3	21.5		0
481	TELEPHONE	2	2	0.8	40.0	20.8	20.8	20.8	14.1	23.4		0
491	ELEC. COMP. & SYS.	2	3	0.9	38.7	16.1	15.9	16.2	14.5	19.5		0
05	WHOLESALE/RETAIL TRADE	2	2	1.0	40.0	10.8	8.5	13.0	9.4	14.7	1040	1
06	FINANCE	13	36	0.9	38.4	13.2	9.8	34.4	12.2	16.7	400	2
600	BANKING	8	30	0.9	38.6	13.4	9.8	34.4	12.4	17.1	500	1
601	FED. RESERVE BANKS	1	2	0.8	36.0	13.0	13.0	13.0	13.0	19.4		0
612	SVGS. & LOAN ASSOC.	2	2	0.9	38.7	13.1	12.7	13.5	11.6	16.5		0
07	INSURANCE	10	25	1.0	38.1	12.2	10.1	14.4	10.9	16.3	50	1
630	INSURANCE CARRIERS	6	17	0.9	38.3	12.2	10.1	14.3	10.8	16.7		0
631	LIFE INSURANCE	2	3	1.0	37.7	13.1	12.0	13.6	11.6	16.7	50	1
633	FIRE, MARINE & CAS. INS.	1	4	0.9	40.0	11.0	11.0	11.0	9.5	12.0		0
08	SERVICES-PROFIT	7	17	0.9	35.7	11.9	8.0	18.0	11.3	15.4	252	3
738	ACC., AUD. & BKPG. SERV.	2	2	0.8	40.0	10.7	9.8	11.5	9.5	14.0		0
739	BUS. SERV., OTHER	1	10	0.9	30.0	12.0	12.0	12.0	10.4	13.5	25	1
891	ENGIN. & ARCH. SERV.	2	3	1.0	35.0	10.4	8.0	11.6	8.8	12.2		0
09	SERVICES-NON-PROFIT	3	6	0.9	39.5	10.7	9.8	14.4	10.2	14.3		0
800	MED., DEN. & HEALTH SERV.	2	5	0.9	40.0	10.0	9.8	10.9	10.2	14.3		0
10	EDUCATIONAL SERVICES	2	2	0.9	38.7	12.8	11.6	14.0	12.8	17.5		0
11	GOVERNMENT	4	23	0.9	38.7	11.3	10.6	16.4	11.9	16.9		0
920	STATE GOVERNMENT	3	22	0.9	38.3	11.3	10.6	16.4	11.7	16.1		0
12	CONSTRUCTION AND MINING	1	2	1.0	40.0	13.2	13.2	13.2	12.0	19.2		0

JOB CODE: 47
 TITLE: PHOTOTYPESETTING SPECIALIST
 DESCRIPTION:

AN OPERATOR WHO ENTERS SPECIAL CODES WHILE KEYBOARDING AND REVISING TEXT THAT IS TO BE OUTPUT ON A PHOTOCOMPOSITION SYSTEM. HAS KNOWLEDGE OF POINTS, PITCHES, TYPEFACES, LEADING, FORMAT REQUIREMENTS, PRODUCTION TECHNIQUES AND OTHER ASPECTS OF TYPESETTING.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	21	37	0.9	38.6	19.4	12.4	27.9	16.2	24.3	200	1
NORTHEASTERN STATES	7	15	0.9	38.2	19.5	12.4	23.4	16.1	24.1		0
SOUTHEASTERN STATES	2	4	0.9	38.1	18.7	17.9	20.9	16.4	22.8		0
NORTH CENTRAL STATES	4	4	1.0	38.4	16.8	15.3	18.2	15.2	21.2		0
SOUTH CENTRAL STATES	2	4	0.9	40.0	15.1	13.2	17.6	12.4	19.2		0
WESTERN STATES	6	10	0.9	39.0	21.6	13.6	27.9	17.1	28.1	200	1
METROPOLITAN AREA											
ATLANTA AREA, GA	2	4	0.9	38.1	18.7	17.9	20.9	16.4	22.8		0
BOSTON AREA, MA	2	3	1.0	40.0	21.2	19.2	22.3	15.4	23.2		0
LOS ANGELES AREA, CA	2	3	1.0	40.0	25.0	19.8	27.9	20.3	34.0	200	1
NEWARK AREA, NJ	2	4	0.9	37.5	22.3	21.4	23.4	17.8	25.9		0
OMAHA AREA, NE	2	2	1.0	39.4	17.0	15.8	18.2	13.9	20.1		0
SAN FRANCISCO AREA, CA	2	4	0.8	37.5	23.1	22.4	24.0	17.8	28.2		0
SEATTLE AREA, WA	1	2	1.0	40.0	14.0	13.6	14.4	13.6	24.4		0
ST. LOUIS AREA, MO	1	3	0.8	40.0	14.7	13.2	17.6	12.4	19.2		0
STAMFORD AREA, CT	2	6	1.0	36.2	19.2	19.0	20.0	16.7	26.3		0
UTICA AREA, NY	1	2	1.0	40.0	12.4	12.4	12.4	10.7	15.0		0

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS/ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	2	5	0.8	36.0	22.6	21.4	24.0	18.2	27.6		0
200	FOOD & KINDRED PROD.	2	5	0.8	36.0	22.6	21.4	24.0	18.2	27.6		0
04	UTILITIES	1	2	0.8	40.0	22.6	21.7	23.4	17.3	25.2		0
491	ELEC. COMP. & SYS.	1	2	0.8	40.0	22.6	21.7	23.4	17.3	25.2		0
05	WHOLESALE/RETAIL TRADE	2	4	0.9	40.0	16.0	13.2	19.8	12.4	19.2	200	1
08	SERVICES-PROFIT	2	4	0.9	38.1	19.7	17.9	22.1	15.6	23.3		0
739	BUS. SERV., OTHER	1	3	0.9	37.5	18.9	17.9	20.9	15.8	23.7		0
09	SERVICES-NON-PROFIT	3	4	1.0	38.3	14.5	12.4	17.8	14.6	19.9		0
800	MED., DEN. & HEALTH SERV.	1	2	1.0	40.0	12.4	12.4	12.4	10.7	15.0		0
11	GOVERNMENT	2	3	0.9	38.7	21.3	20.1	22.0	17.2	22.7		0
15	OTHER	5	11	1.0	38.9	18.3	13.6	22.3	15.3	24.8		0
999	OTHER	5	11	1.0	38.9	18.3	13.6	22.3	15.3	24.8		0

JOB CODE: 48
 TITLE: PROOFREADER
 DESCRIPTION:

PROOFREADS TYPED COPY FOR TEXT CONTENT, SPELLING PUNCTUATION, GRAMMAR AND TYPOGRAPHICAL ERRORS. MAY BE RESPONSIBLE FOR SETTING GRAMMAR AND FORMAT STANDARDS, GUIDANCE AND/OR TRAINING OF SECRETARIES AND PRINCIPALS.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	48	108	0.9	38.2	16.3	10.0	28.8	15.2	21.6	540	22
NORTHEASTERN STATES	10	20	0.9	38.4	19.7	12.5	28.8	16.1	23.4	608	6
SOUTHEASTERN STATES	4	4	0.9	39.4	15.9	10.0	19.8	12.9	17.9		0
NORTH CENTRAL STATES	19	60	0.9	36.7	14.6	13.5	20.6	14.7	19.7	513	14
SOUTH CENTRAL STATES	7	8	0.8	39.7	16.4	11.0	19.0	14.3	19.7		0
WESTERN STATES	8	16	0.9	39.1	18.2	12.0	22.7	15.6	23.8	50	1
METROPOLITAN AREA											
BOSTON AREA, MA	1	4	1.0	40.0	28.0	27.6	28.8	19.8	31.6		0
CHICAGO AREA, IL	12	13	0.9	35.4	16.8	13.5	20.6	15.6	20.7	557	11
CLEVELAND AREA, OH	1	40	1.0	37.5	13.7	13.7	13.7	13.7	17.0	300	1
DALLAS AREA, TX	2	2	0.9	40.0	18.6	18.6	18.6	15.5	25.7		0
HARTFORD AREA, CT	1	3	1.0	37.8	14.6	12.5	17.5	12.5	18.7		0
HOUSTON AREA, TX	2	3	0.8	38.3	17.5	16.7	19.0	15.3	19.0		0
INDIANAPOLIS AREA, IN	1	2	0.6	37.9	15.6	15.6	15.6	13.6	19.7		0
LOS ANGELES AREA, CA	3	6	0.9	40.0	16.4	16.1	16.8	16.4	24.3	50	1
NEWARK AREA, NJ	2	3	0.7	38.3	21.3	19.4	23.5	16.0	23.3		0
RICHMOND AREA, VA	1	2	0.8	37.5	20.3	14.0	26.6	17.6	26.1	225	2
SAN DIEGO AREA, CA	2	4	1.0	40.0	16.6	12.0	18.7	13.4	20.5		0
SAN FRANCISCO AREA, CA	3	6	0.8	38.1	21.2	20.2	22.7	16.9	25.8		0
ST. LOUIS AREA, MO	2	2	0.7	40.0	12.7	11.0	14.4	10.8	15.6		0
WASHINGTON DC AREA	1	4	0.9	37.5	16.2	15.5	17.0	13.9	20.8	800	4

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	4	7	0.7	36.6	19.9	14.0	26.6	17.7	26.5	483	3
200	FOOD & KINDRED PROD.	3	4	0.6	37.1	18.8	14.9	20.7	16.2	24.3		0
281	PHARMACEUTICALS-ETHICAL	2	4	0.8	37.1	19.8	14.0	26.6	17.8	26.1	483	3
04	UTILITIES	5	7	0.9	40.0	17.8	10.0	23.5	14.8	22.1		0
481	TELEPHONE	3	4	0.9	40.0	17.6	16.6	18.6	15.9	24.9		0
491	ELEC. COMP. & SYS.	2	3	0.8	40.0	18.2	10.0	23.5	13.8	19.3		0
05	WHOLESALE/RETAIL TRADE	2	2	0.9	40.0	13.9	11.0	16.8	8.3	13.1	50	1
06	FINANCE	8	11	0.9	40.1	16.7	12.0	20.1	14.0	20.2		0
600	BANKING	5	7	0.8	40.1	16.7	15.6	19.8	14.6	20.3		0
602	COMM. & STOCK SVGS. BANKS	1	2	1.0	40.0	20.1	20.1	20.1	15.8	24.2		0
07	INSURANCE	3	6	0.9	38.3	14.6	12.5	17.5	12.7	18.9		0
630	INSURANCE CARRIERS	1	2	0.6	37.9	15.6	15.6	15.6	13.6	19.7		0
631	LIFE INSURANCE	1	3	1.0	37.8	14.6	12.5	17.5	12.5	18.7		0
08	SERVICES-PROFIT	19	64	0.9	36.9	14.9	13.5	24.0	15.3	20.4	590	17
738	ACC., AUD. & BKPG. SERV.	2	3	0.7	38.3	16.0	14.4	16.9	13.7	18.0		0
810	LEGAL SERVICES	13	55	0.9	35.8	14.4	13.5	20.6	15.0	20.3	602	16
891	ENGIN. & ARCH. SERV.	2	4	1.0	40.0	17.5	15.6	18.7	14.3	21.4	400	1
09	SERVICES-NON-PROFIT	3	3	0.8	39.6	16.4	13.9	19.0	14.8	19.0		0
800	MED., DEN. & HEALTH SERV.	2	2	0.9	40.0	16.5	13.9	19.0	14.9	18.9		0
14	REAL ESTATE	1	2	1.0	37.5	20.8	20.5	21.1	15.5	21.0		0
650	REAL ESTATE	1	2	1.0	37.5	20.8	20.5	21.1	15.5	21.0		0
15	OTHER	1	4	1.0	40.0	28.0	27.6	28.8	19.8	31.6		0
999	OTHER	1	4	1.0	40.0	28.0	27.6	28.8	19.8	31.6		0

JOB CODE: 50

TITLE: TRAINING MANAGER

DIRECTS FUNCTIONS RELATED TO EDUCATION PROGRAMS FOR PERSONNEL WITHIN INFORMATION PROCESSING FOR USER PERSONNEL. ASSIGNS STAFF MEMBERS TO VARIOUS TRAINING TASKS AND DIRECTS THEIR ACTIVITIES, REVIEWS THEIR WORK AND PREPARES PERFORMANCE REPORTS. ADVISES SUBORDINATES ON ADMINISTRATIVE POLICIES, PROCEDURES, TECHNICAL PROBLEMS, PRIORITIES AND METHODS. CONSULTS WITH PERSONNEL IN OTHER GROUPS TO COORDINATE ACTIVITIES.

GEOGRAPHIC REGION		NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES [\$1000s/YR]			AVG. SALARY RANGES [\$1000s/YR]		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES		5	6	1.0	40.0	31.2	25.0	43.5	29.7	37.7	1800	1
NORTHEASTERN STATES		5	6	1.0	40.0	31.2	25.0	43.5	29.7	37.7	1800	1
METROPOLITAN AREA												
BOSTON AREA, MA		2	3	1.0	36.2	26.3	25.0	29.0	23.6	35.4	1800	1
IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS/ WEEK	ANNUAL SALARIES [\$1000s/YR]			AVG. SALARY RANGES [\$1000s/YR]		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
10	EDUCATIONAL SERVICES	1	2	1.0	37.5	25.0	25.0	25.0	23.6	35.4		0
822	COLL., UNIV., PROF.	1	2	1.0	37.5	25.0	25.0	25.0	23.6	35.4		0

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JOB CODE: 51
 TITLE: TRAINING SPECIALIST
 DESCRIPTION:

UNDER GENERAL DIRECTION, ORGANIZES, PREPARES AND CONDUCTS COMPLEX TRAINING AND EDUCATIONAL PROGRAMS FOR INFORMATION PROCESSING OR USER PERSONNEL. MAY DESIGN AND DEVELOP IN-HOUSE PROGRAMS. MAINTAINS RECORDS OF TRAINING ACTIVITIES, EMPLOYEE PROGRESS AND PROGRAM EFFECTIVENESS.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	20	34	0.8	38.0	21.2	12.4	32.0	19.0	27.4	1030	5
NORTHEASTERN STATES	14	27	0.8	38.4	21.5	13.2	32.0	20.0	28.8	1100	3
NORTH CENTRAL STATES	3	4	0.9	35.6	20.4	15.0	23.4	14.6	25.4	1500	1
WESTERN STATES	2	2	0.8	38.7	16.8	12.4	21.3	11.4	12.4	350	1
METROPOLITAN AREA											
ALBANY AREA, NY	1	8	0.7	40.0	18.1	18.1	18.1	16.0	21.0	2000	0
BALTIMORE AREA, MD	1	3	0.9	40.0	29.3	26.2	32.0	24.5	36.8		0
BOSTON AREA, MA	3	5	0.8	36.7	22.8	20.0	26.0	22.2	28.5		1
DETROIT AREA, MI	1	2	0.9	35.0	21.7	21.3	22.0		24.0		0
NEWARK AREA, NJ	2	3	0.7	33.3	20.5	15.2	24.2	18.3	25.0		0
PITTSBURGH AREA, PA	2	3	0.9	38.3	22.8	19.8	26.0	20.2	30.2		0

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	3	4	0.7	37.5	22.5	19.8	24.2	18.6	26.9		0
200	FOOD & KINDRED PROD.	1	2	0.6	35.0	23.1	22.1	24.2	20.1	29.2		0
06	FINANCE	3	5	0.8	39.5	27.2	17.9	32.0	22.8	34.5		0
600	BANKING	2	2	0.8	38.7	24.0	17.9	30.2	20.3	31.0		0
602	COMM. & STOCK SVGS. BANKS	1	3	0.9	40.0	29.3	26.2	32.0	24.5	36.8		0
07	INSURANCE	2	2	0.9	37.7	16.5	15.0	18.0	14.2	27.4	800	1
630	INSURANCE CARRIERS	2	2	0.9	37.7	16.5	15.0	18.0	14.2	27.4	800	1
08	SERVICES-PROFIT	6	8	0.8	38.2	21.7	13.2	24.0	16.9	24.0	1333	3
810	LEGAL SERVICES	4	6	0.8	35.5	22.7	21.3	24.0	17.7	24.8	1750	2
09	SERVICES-NON-PROFIT	2	3	1.0	37.5	24.9	22.7	26.0	23.5	32.2		0
860	NON-PROFIT MEM. ORG.	1	2	1.0	37.5	24.3	22.7	26.0	22.7	34.3		0
10	EDUCATIONAL SERVICES	2	3	1.0	33.7	18.4	15.2	20.0	16.9	22.7		0
822	COLL., UNIV., PROF.	1	2	1.0	37.5	20.0	20.0	20.0	19.3	29.0		0
11	GOVERNMENT	1	8	0.7	40.0	18.1	18.1	18.1	16.0	21.0		0
920	STATE GOVERNMENT	1	8	0.7	40.0	18.1	18.1	18.1	16.0	21.0		0

JOB CODE: 52
 TITLE: MICROCOMPUTER MANAGER
 DESCRIPTION:

RESPONSIBLE FOR ALL ASPECTS OF CORPORATE MICROCOMPUTER USE. ACTIVITIES INCLUDE DIRECTING THE PURCHASING, INSTALLING AND SERVICING OF HARDWARE, SOFTWARE, AND PERIPHERALS. CONFERS WITH DATA AND WORD PROCESSING MANAGEMENT TO COORDINATE POLICIES AND PROCEDURES FOR MICROCOMPUTER USE AND INTEGRATION WITH OTHER CORPORATE INFORMATION PROCESSING SYSTEMS. ESTABLISHES TRAINING PROGRAMS IN-HOUSE OR OFF-SITE. HAS FULL KNOWLEDGE OF CORPORATE INFORMATION PROCESSING NEEDS AND APPLICATIONS. HAS KNOWLEDGE OF PRODUCT DEVELOPMENTS IN HARDWARE, SOFTWARE, AND PERIPHERALS MARKETS.

GEOGRAPHIC REGION		NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES		8	9	0.8	38.6	33.9	25.0	52.3	29.4	44.6	2000	1
NORTHEASTERN STATES		6	7	0.9	37.9	35.4	25.0	52.3	31.4	48.2	2000	1
METROPOLITAN AREA												
BOSTON AREA, MA		1	2	0.8	37.5	25.0	25.0	25.0	23.6	35.4		0
IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
06	FINANCE	3	3	0.83	40.3	34.2	27.5	45.1	27.6	40.5		0
10	EDUCATIONAL SERVICES	1	2	0.80	37.5	25.0	25.0	25.0	23.6	35.4		0
822	COLL., UNIV., PROF.	1	2	0.80	37.5	25.0	25.0	25.0	23.6	35.4		0

JOB CODE: 53

TITLE: MICROCOMPUTER USER COORDINATOR

DESCRIPTION:

RESPONSIBLE FOR TROUBLESHOOTING, TRAINING AND GUIDANCE IN MICROCOMPUTER-BASED SYSTEMS. HAS PROFICIENT KNOWLEDGE OF HARDWARE, SOFTWARE AND PERIPHERALS IN USE. IS FAMILIAR WITH COMPANY MICRO-BASED APPLICATIONS. MAY WORK WITH USERS IN ONE-ON-ONE OR GROUP SITUATIONS.

GEOGRAPHIC REGION		NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES [\$1000s/YR]			AVG. SALARY RANGES [\$1000s/YR]		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES		9	16	0.8	38.5	22.5	13.0	29.0	21.7	33.1	800	3
NORTHEASTERN STATES		4	10	0.8	38.3	22.1	17.0	27.7	20.3	31.6	800	3
SOUTHEASTERN STATES		2	3	0.8	39.0	27.1	26.0	29.0	25.4	36.5		0
METROPOLITAN AREA												
ALBANY AREA, NY		1	2	0.9	40.0	17.0	17.0	17.0	16.0	21.0		0
ATLANTA AREA, GA		1	2	0.8	38.5	26.2	26.0	26.4	23.0	30.5		0
BOSTON AREA, MA		1	2	0.7	37.5	20.0	20.0	20.0	19.3	29.0		0
WASHINGTON DC AREA		1	5	0.8	37.5	25.3	24.0	27.7	22.0	36.0	800	3
IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES [\$1000s/YR]			AVG. SALARY RANGES [\$1000s/YR]		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
06	FINANCE		1	2	0.8	38.5	26.2	26.0	26.4	23.0	30.5	0
601	FED. RESERVE BANKS		1	2	0.8	38.5	26.2	26.0	26.4	23.0	30.5	0
08	SERVICES-PROFIT		1	5	0.8	37.5	25.3	24.0	27.7	22.0	36.0	3
810	LEGAL SERVICES		1	5	0.8	37.5	25.3	24.0	27.7	22.0	36.0	3
10	EDUCATIONAL SERVICES		1	2	0.7	37.5	20.0	20.0	20.0	19.3	29.0	0
822	COLL., UNIV., PROF.		1	2	0.7	37.5	20.0	20.0	20.0	19.3	29.0	0
11	GOVERNMENT		3	4	0.9	40.0	19.6	17.0	26.7	18.5	28.1	0
920	STATE GOVERNMENT		2	3	1.0	40.0	17.3	17.0	17.8	16.6	24.4	0

JOB CODE: 61
 TITLE: MANAGER INFORMATION CENTER
 DESCRIPTION:

MANAGES ALL INFORMATION CENTER RELATED ACTIVITIES. SURVEYS THE MARKET FOR NEW USER-FRIENDLY SOFTWARE PRODUCTS, RECOMMENDS THE PRODUCTS AND COORDINATES THE INSTALLATION OF THESE PRODUCTS. PREPARES PROCEDURES FOR DOCUMENTATION AND TRAINING ON THESE PRODUCTS FOR THE USER. SURVEYS THE MARKET FOR MICROCOMPUTERS AND DECISION SUPPORT SYSTEMS TO REVIEW APPLICABILITY TO THE ORGANIZATION. HIRES AND MANAGES ALL INFORMATION CENTER PERSONNEL.

GEOGRAPHIC REGION		NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUS REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES		9	23	0.8	40.3	39.4	23.0	80.9	37.5	55.4	5250	2
NORTHEASTERN STATES		5	5	0.8	38.5	57.8	30.0	80.9	43.8	66.6	4500	1
SOUTHEASTERN STATES		2	16	0.9	48.7	34.2	23.0	35.0	24.9	30.5	6000	1
NORTH CENTRAL STATES		2	2	0.7	36.5	34.7	31.2	38.3	30.7	49.1		0
METROPOLITAN AREA												
COLUMBIA AREA, SC		1	15	0.9	37.5	35.0	35.0	35.0	29.0	36.0		0
NEWARK AREA, NJ		2	2	0.8	36.2	77.0	73.1	80.9	54.8	83.9	4500	1
IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUS REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	2	2	0.8	36.2	77.0	73.1	80.9	54.8	83.9	4500	1
07	INSURANCE	2	2	0.7	36.5	34.7	31.2	38.3	30.7	49.1		0
10	EDUCATIONAL SERVICES	1	15	0.9	37.5	35.0	35.0	35.0	29.0	36.0		0
822	COLL., UNIV., PROF.	1	15	0.9	37.5	35.0	35.0	35.0	29.0	36.0		0

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JOB CODE: 62
 TITLE: INFORMATION CENTER SPECIALIST
 DESCRIPTION:

UNDER GENERAL DIRECTION, ADVISES AND ASSISTS BUSINESS COMPUTER USERS IN SOLVING PROBLEMS THEMSELVES USING RECOMMENDED INFORMATION CENTER TOOLS. TRAINS BUSINESS COMPUTER USERS IN CLASS ROOM AND ONE-ON-ONE SITUATIONS. ASSISTS IN THE SELECTION AND INSTALLATION OF INFORMATION CENTER TOOLS.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	16	23	0.8	39.0	24.5	16.0	41.4	22.2	32.8	2000	1
NORTHEASTERN STATES	7	10	0.8	38.6	26.0	16.0	41.4	21.7	32.2		0
NORTH CENTRAL STATES	5	7	0.9	39.1	20.7	16.0	24.5	19.1	26.9	2000	1
SOUTH CENTRAL STATES	2	2	0.6	40.0	27.0	27.0	27.0	28.2	42.3		0
WESTERN STATES	2	4	0.9	40.0	25.5	22.6	29.0	22.8	35.8		0
METROPOLITAN AREA											
DALLAS AREA, TX	2	2	0.6	40.0	27.0	27.0	27.0	28.2	42.3		0
INDIANAPOLIS AREA, IN	1	3	1.0	37.9	20.9	20.9	20.9	20.8	32.2		0
NEWARK AREA, NJ	1	2	0.6	35.0	29.0	26.5	31.6	27.0	40.4		0
PHOENIX AREA, AZ	1	3	0.9	40.0	25.5	22.6	29.0	24.3	38.2		0
READING AREA, PA	1	2	0.9	40.0	21.7	21.5	22.0	18.2	26.9		0
WASHINGTON DC AREA	1	2	0.8	40.0	26.0	26.0	26.0	22.0	33.0		0

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	4	5	0.7	37.0	30.2	23.5	41.4	27.1	38.8		0
200	FOOD & KINDRED PROD.	2	3	0.7	35.0	28.7	26.5	31.6	26.3	36.9		0
04	UTILITIES	3	3	0.7	40.0	24.0	18.1	27.0	23.0	35.1		0
481	TELEPHONE	2	2	0.6	40.0	27.0	27.0	27.0	28.2	42.3		0
06	FINANCE	1	2	0.9	40.0	21.7	21.5	22.0	18.2	26.9		0
600	BANKING	1	2	0.9	40.0	21.7	21.5	22.0	18.2	26.9		0
07	INSURANCE	2	4	1.0	37.9	23.3	20.9	30.7	22.6	34.5		0
630	INSURANCE CARRIERS	1	3	1.0	37.9	20.9	20.9	20.9	20.8	32.2		0
08	SERVICES-PROFIT	3	5	0.9	39.5	23.4	16.0	29.0	22.5	34.0		0
11	GOVERNMENT	2	2	0.9	40.0	20.7	16.0	25.4	17.2	24.5		0
15	OTHER	1	2	0.8	40.0	26.0	26.0	26.0	22.0	33.0		0
999	OTHER	1	2	0.8	40.0	26.0	26.0	26.0	22.0	33.0		0

JOB CODE: 71
 TITLE: TELECOMMUNICATIONS MANAGER
 DESCRIPTION:

DIRECTS ALL PLANNING, DESIGNING, INSTALLING AND MAINTAINING OF ON-LINE DATA COMMUNICATIONS NETWORKS. INTERFACES WITH OTHER INFORMATION PROCESSING MANAGEMENT STAFF TO COORDINATE TELECOMMUNICATIONS SOFTWARE, HARDWARE AND SYSTEMS COMPATIBILITIES. ASSIGNS STAFF TO PROJECTS AND DIRECTS THEIR ACTIVITIES; REVIEWS AND EVALUATES THEIR WORK AND PREPARES PERFORMANCE REPORTS. ADVISES SUBORDINATES ON POLICIES, PROCEDURES, TECHNICAL PROBLEMS, PRIORITIES AND METHODS. ADVISES OTHER GROUPS IN THE USE OF TELECOMMUNICATIONS. PREPARES ACTIVITY AND PROGRESS REPORTS TO MANAGEMENT REGARDING CORPORATE TELECOMMUNICATIONS.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES [\$1000s/YR]			AVG. SALARY RANGES [\$1000s/YR]		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED	
					AVG.	LOW	HIGH	LOW	HIGH			
TOTAL UNITED STATES	14	29	0.8	38.8	43.1	21.3	84.1	35.0	53.6	3900	3	
NORTHEASTERN STATES	7	8	0.8	37.9	49.2	35.0	84.1	40.4	63.1	4200	1	
SOUTHEASTERN STATES	1	15	0.9	37.5	32.0	32.0	32.0	29.0	35.0		0	
SOUTH CENTRAL STATES	3	3	0.9	39.6	44.1	21.3	63.5	36.5	55.1	4000	1	
WESTERN STATES	2	2	0.8	40.0	28.2	26.4	30.0	24.3	37.8	3500	1	
METROPOLITAN AREA												
BOSTON AREA, MA	1	2	0.8	37.5	35.0	35.0	35.0	23.8	43.2		0	
COLUMBIA AREA, SC	1	15	0.9	37.5	32.0	32.0	32.0	29.0	35.0		0	
NEWARK AREA, NJ	2	2	0.9	36.2	75.1	66.0	84.1	60.9	94.7	4200	1	
IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES [\$1000s/YR]			AVG. SALARY RANGES [\$1000s/YR]		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	3	3	0.8	37.5	63.7	41.0	84.1	51.8	79.8	4200	1
02	MANUF.--DURABLE GDS.	2	2	0.8	40.0	17.0	12.6	21.3	12.4	18.2	350	1
06	FINANCE	4	4	0.8	39.4	35.1	24.7	50.0	27.5	43.0	7000	1
600	BANKING	2	2	0.9	40.0	32.9	30.0	35.8	26.5	39.7	7000	1
10	EDUCATIONAL SERVICES	2	17	0.9	37.5	32.4	32.0	35.0	26.4	39.1		0
822	COLL., UNIV., PROF.	2	17	0.9	37.5	32.4	32.0	35.0	26.4	39.1		0

JOB CODE: 72
 TITLE: SENIOR TELECOMMUNICATIONS ANALYST/PROGRAMMER
 DESCRIPTION:

UNDER THE DIRECTION OF THE TELECOMMUNICATIONS MANAGER, DESIGNS, IMPLEMENTS, MAINTAINS AND ANALYZES COMPLEX TELECOMMUNICATIONS SYSTEMS. COMPETENT IN PROGRAMMING LANGUAGES APPLICABLE TO COMMUNICATIONS. PROVIDES TECHNICAL GUIDANCE PERTAINING TO CONNECTING DEVICES AND COMMUNICATIONS SIMULATION. CAN WORK AT HIGHEST LEVEL OF TELECOMMUNICATIONS ACTIVITIES.

GEOGRAPHIC REGION		NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES		7	11	0.8	37.4	42.4	28.3	60.7	35.8	53.7		0
NORTHEASTERN STATES		5	9	0.8	37.0	42.3	28.3	60.7	35.7	54.1		0
SOUTH CENTRAL STATES		2	2	0.9	39.4	42.4	39.5	45.3	36.0	52.3		0
METROPOLITAN AREA												
NEWARK AREA, NJ		2	6	0.8	35.8	48.7	41.0	60.7	40.0	61.0		0
IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	2	6	0.8	35.8	48.7	41.0	60.7	40.0	61.0		0
200	FOOD & KINDRED PROD.	1	4	0.8	35.0	46.1	41.0	53.1	39.0	58.5		0
280	CHEM. & ALLIED PROD.	1	2	0.8	37.5	54.0	47.4	60.7	42.2	65.9		0
04	UTILITIES	2	2	0.8	40.0	33.9	28.3	39.5	28.9	41.2		0

JOB CODE: 73
 TITLE: TELECOMMUNICATIONS ANALYST/PROGRAMMER
 DESCRIPTION:

UNDER GENERAL, DIRECT OR IMMEDIATE SUPERVISION, DESIGNS, IMPLEMENTS
 AND MAINTAINS MODERATELY COMPLEX TELECOMMUNICATIONS SYSTEMS. MAY
 WRITE AND MAINTAIN OPERATING MANUALS AND ASSIST IN DEVELOPING SPECI-
 FICATIONS, RECORD AND FORM LAYOUTS, ETC.

GEOGRAPHIC REGION		NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES		5	6	0.9	37.6	30.3	25.0	43.4	25.8	39.5	800	1
NORTHEASTERN STATES		5	6	0.9	37.6	30.3	25.0	43.4	25.8	39.5	800	1
METROPOLITAN AREA												
HARTFORD AREA, CT		1	2	1.0	37.8	27.2	27.0	27.5	21.2	31.8		0
NEWARK AREA, NJ		2	2	0.8	36.2	38.3	33.2	43.4	34.2	52.5		0
IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	2	2	0.80	36.2	38.3	33.2	43.4	34.2	52.5		0
07	INSURANCE	1	2	1.00	37.8	27.2	27.0	27.5	21.2	31.8		0
631	LIFE INSURANCE	1	2	1.00	37.8	27.2	27.0	27.5	21.2	31.8		0

JOB CODE: 74

TITLE: TELECOMMUNICATIONS NETWORK COORDINATOR

DESCRIPTION:

RESPONSIBLE FOR TELECOMMUNICATIONS SYSTEM INSTALLATION, TROUBLE-
SHOOTING AND TESTING. ASSURES COMPONENTS OF NETWORK ARE OPERA-
TIONAL. COORDINATES ACTIVITIES OF SYSTEM AND LINE VENDORS. MAIN-
TAINS LOG OF EQUIPMENT FAILURES AND ENSURES PREVENTIVE MAINTENANCE.
ACTS AS A RESOURCE PERSON REGARDING MAINTENANCE AND PLANNING OF
TELECOMMUNICATIONS SYSTEMS.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED	
					AVG.	LOW	HIGH	LOW	HIGH			
TOTAL UNITED STATES	10	15	0.8	39.2	33.7	17.7	46.7	28.4	41.2	2800	2	
NORTHEASTERN STATES	2	3	0.7	35.8	35.8	17.7	44.8	32.7	48.8		0	
NORTH CENTRAL STATES	4	4	0.9	40.5	25.6	23.1	28.0	23.3	33.5	2800	2	
SOUTH CENTRAL STATES	3	6	0.7	39.8	39.5	20.7	46.7	30.6	44.0		0	
METROPOLITAN AREA												
NEWARK AREA, NJ	1	2	0.7	35.0	44.8	44.8	44.8	42.4	63.6		0	
OMAHA AREA, NE	2	2	0.9	43.2	25.5	23.1	28.0	23.4	32.8	1600	1	
ST. LOUIS AREA, MO	1	4	0.7	40.0	46.0	45.4	46.7	35.5	50.4		0	
IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	4	5	0.7	38.8	32.7	20.7	44.8	30.0	43.4	2800	2
200	FOOD & KINDRED PROD.	3	4	0.8	38.5	35.7	25.3	44.8	33.3	48.2	2800	2
02	MANUF.--DURABLE GDS.	1	2	1.0	40.0	11.4	11.4	11.4	11.3	19.8		0
390	MISCELLANEOUS	1	2	1.0	40.0	11.4	11.4	11.4	11.3	19.8		0
04	UTILITIES	1	4	0.7	40.0	46.0	45.4	46.7	35.5	50.4		0
06	FINANCE	3	3	0.8	39.2	21.9	17.7	25.0	19.4	28.9		0

JOB CODE: 81
 TITLE: ADMINISTRATIVE SUPPORT MANAGER
 DESCRIPTION:

HAS FULL RESPONSIBILITY FOR DEVELOPING, MAINTAINING AND EVALUATING ALL SERVICES UNDER ADMINISTRATIVE SUPPORT WITHIN AN ORGANIZATION. SUCH AS FILING, TELEPHONE, MAIL AND PARA-PROFESSIONAL SUPPORT. MONITORS THE SUCCESS OF THE ADMINISTRATIVE SUPPORT GROUP AND IS FAMILIAR WITH THE COMPANY'S GOALS AND OBJECTIVES. WORKS CLOSELY WITH THE WORD PROCESSING MANAGER OR OFFICE INFORMATION SYSTEMS MANAGER TO ENSURE COOPERATION OF TWO FUNCTIONS. MAY MANAGE OTHER MAJOR ADMINISTRATIVE DUTIES SUCH AS RECORDS MANAGEMENT, MICROFILM, REPROGRAPHICS AND PURCHASING.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED	
					AVG.	LOW	HIGH	LOW	HIGH			
TOTAL UNITED STATES	23	26	0.8	38.9	33.4	17.5	71.0	29.0	43.5	4795	6	
NORTHEASTERN STATES	8	11	0.8	37.6	39.1	19.5	71.0	31.9	48.7	6825	2	
SOUTHEASTERN STATES	5	5	0.8	40.0	31.8	21.6	46.0	26.8	41.0	3610	2	
NORTH CENTRAL STATES	2	2	0.7	38.7	21.4	17.5	25.3	24.3	34.0	4000	1	
SOUTH CENTRAL STATES	6	6	0.8	39.7	28.5	20.8	35.6	25.7	39.1	3900	1	
WESTERN STATES	2	2	0.9	40.0	35.4	31.2	39.6	30.8	39.9		0	
METROPOLITAN AREA												
DALLAS AREA, TX	3	3	0.7	39.3	34.1	31.0	35.6	27.7	41.6	3900	1	
NEWARK AREA, NJ	2	4	0.7	35.9	53.9	38.3	71.0	44.1	67.6	12650	1	
UTICA AREA, NY	2	3	0.8	40.0	20.8	19.5	23.5	17.5	25.6		0	
IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	3	5	0.68	36.2	48.2	25.3	71.0	40.1	60.9	8325	2
200	FOOD & KINDRED PROD.	2	4	0.65	35.6	45.8	25.3	71.0	37.6	56.4	4000	1
04	UTILITIES	3	3	0.67	40.0	38.5	35.6	44.3	31.1	47.3		0
481	TELEPHONE	2	2	0.60	40.0	35.6	35.6	35.6	31.6	47.4		0
06	FINANCE	4	4	0.85	39.4	26.0	21.4	33.2	22.5	34.3		0
08	SERVICES-PROFIT	6	6	0.76	38.8	32.0	17.5	46.0	27.5	39.8	3030	4
09	SERVICES-NON-PROFIT	1	2	0.80	40.0	19.5	19.5	19.5	15.0	21.3		0
800	MED., DEN. & HEALTH SERV.	1	2	0.80	40.0	19.5	19.5	19.5	15.0	21.3		0

15	OTHER	2	2	0.85	40.0	33.1	26.7	39.6	31.9	49.3	0
999	OTHER	2	2	0.85	40.0	33.1	26.7	39.6	31.9	49.3	0

JOB CODE: 82
 TITLE: ADMINISTRATIVE SUPPORT SUPERVISOR
 DESCRIPTION:

MAY HAVE ALL THE RESPONSIBILITIES OF SENIOR ADMINISTRATIVE SECRETARY
 IN ADDITION TO SCHEDULING AND ADMINISTERING WORKFLOW TO A TEAM OF
 ADMINISTRATIVE SECRETARIES. RESPONSIBLE FOR LIAISON WITH AND TRAIN-
 ING OF USERS WHO BENEFIT FROM ADMINISTRATIVE SUPPORT. EVALUATES
 STAFFING REQUIREMENTS AND PREPARES MANAGEMENT REPORTS.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	11	31	0.9	39.6	25.5	15.6	38.1	19.4	29.0		0
NORTHEASTERN STATES	6	22	0.9	39.6	24.8	19.3	38.1	18.9	28.3		0
SOUTH CENTRAL STATES	4	8	0.8	40.0	27.9	15.6	31.1	21.2	31.9		0

METROPOLITAN AREA

BALTIMORE AREA, MD	1	10	1.0	40.0	24.7	22.4	26.7	18.4	27.6		0
BOSTON AREA, MA	1	2	0.9	37.5	24.0	24.0	24.0	21.3	32.0		0
DALLAS AREA, TX	2	6	0.8	40.0	30.4	29.3	31.1	21.6	32.4		0
TRENTON AREA, NJ	1	6	0.8	37.5	25.1	22.5	27.7	21.2	32.4		0
UTICA AREA, NY	2	3	0.9	40.0	20.5	19.3	21.3	15.4	21.6		0

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
04	UTILITIES	3	7	0.8	40.0	31.5	29.3	38.1	22.4	33.9		0
481	TELEPHONE	2	6	0.8	40.0	30.4	29.3	31.1	21.6	32.4		0
06	FINANCE	2	16	1.0	39.6	24.8	22.4	27.7	18.9	28.4		0
602	COMM. & STOCK SVGS. BANKS	1	10	1.0	40.0	24.7	22.4	26.7	18.4	27.6		0
612	SVGS. & LOAN ASSOC.	1	6	0.8	37.5	25.1	22.5	27.7	21.2	32.4		0
08	SERVICES-PROFIT	1	2	0.9	40.0	20.1	19.3	20.8	15.6	21.7		0
891	ENGIN. & ARCH. SERV.	1	2	0.9	40.0	20.1	19.3	20.8	15.6	21.7		0
09	SERVICES-NON-PROFIT	2	2	0.9	40.0	23.3	21.3	25.3	16.9	25.2		0
10	EDUCATIONAL SERVICES	2	3	0.9	38.7	21.2	15.6	24.0	21.3	32.0		0
822	COLL., UNIV., PROF.	2	3	0.9	38.7	21.2	15.6	24.0	21.3	32.0		0

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JOB CODE: 83
 TITLE: SENIOR ADMINISTRATIVE SECRETARY
 DESCRIPTION:

MAY ACT AS ASSISTANT TO SUPERVISOR OF AN ADMINISTRATIVE TEAM AND IS QUALIFIED TO COMPOSE AND EDIT DOCUMENTS FOR PRINCIPALS, PROVIDE RESEARCH SUPPORT AND PERFORM OTHER PARA-PROFESSIONAL DUTIES. HANDLES SPECIAL PROJECTS AND IS FULLY AWARE OF COMPANY STANDARDS AND PRACTICES.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (\$1000s/YR)	NO. BONUSES REPORTED
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	22	153	0.9	39.4	18.8	15.0	27.9	14.8	22.6	300	2
NORTHEASTERN STATES	10	81	0.8	39.0	19.4	15.6	27.9	15.5	23.0		0
SOUTHEASTERN STATES	2	12	1.0	39.8	16.7	15.0	18.5	14.1	20.3		0
NORTH CENTRAL STATES	3	3	0.8	38.3	18.3	17.0	19.1	16.4	17.7	300	2
SOUTH CENTRAL STATES	4	42	0.8	40.0	18.4	16.9	25.7	15.7	25.5		0
WESTERN STATES	3	15	0.9	40.0	18.3	15.2	25.0	13.3	22.4		0
METROPOLITAN AREA											
BALTIMORE AREA, MD	1	13	0.9	40.0	19.1	16.2	22.8	14.7	22.8		0
BOSTON AREA, MA	1	2	1.0	37.5	16.6	16.6	16.6	14.5	21.8		0
DALLAS AREA, TX	2	6	0.7	40.0	20.7	16.9	25.7	15.5	25.7		0
DENVER AREA, CO	2	36	1.0	40.0	18.0	18.0	19.5	16.5	24.9		0
GREENSBORO AREA, NC	1	11	1.0	40.0	16.5	15.0	18.4	14.0	20.4		0
MILWAUKEE AREA, WI	2	2	0.8	40.0	19.0	18.9	19.1			300	2
NEWARK AREA, NJ	1	4	0.7	37.5	23.3	19.5	27.9	20.1	29.2		0
PITTSBURGH AREA, PA	2	2	0.9	38.7	21.3	17.3	25.2	17.0	22.6		0
PORTLAND AREA, OR	1	6	0.8	40.0	20.0	15.5	22.6	15.1	23.4		0
READING AREA, PA	1	5	0.8	37.5	19.5	17.3	23.0	14.7	21.6		0
SEATTLE AREA, WA	1	8	1.0	40.0	16.4	15.2	19.2	12.3	21.8		0
TRENTON AREA, NJ	2	35	1.0	37.5	19.1	19.1	19.1	16.1	22.6		0
UTICA AREA, NY	2	20	0.7	40.0	15.8	15.6	16.2	12.8	18.7		0

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	2	15	0.9	39.3	18.3	15.0	27.9	15.7	22.9		0
200	FOOD & KINDRED PROD.	1	4	0.7	37.5	23.3	19.5	27.9	20.1	29.2		0
220	TEXTILE MILL PRODUCTS	1	11	1.0	40.0	16.5	15.0	18.4	14.0	20.4		0
04	UTILITIES	3	7	0.7	40.0	21.4	16.9	25.7	16.0	25.6		0
481	TELEPHONE	2	6	0.7	40.0	20.7	16.9	25.7	15.5	25.7		0
06	FINANCE	4	53	0.9	39.1	19.1	16.2	23.0	14.8	22.5		0
600	BANKING	2	25	0.8	37.5	19.2	17.3	23.0	14.9	21.8		0
602	COMM. & STOCK SVGS. BANKS	1	13	0.9	40.0	19.1	16.2	22.8	14.7	22.8		0
612	SVGS. & LOAN ASSOC.	1	15	0.9	37.5	19.1	19.1	19.1	16.1	22.6		0
08	SERVICES-PROFIT	5	5	0.8	39.6	19.4	15.6	25.0	14.5	19.0	300	2
810	LEGAL SERVICES	2	2	0.9	38.7	21.7	18.5	25.0	15.5	19.0		0
891	ENGIN. & ARCH. SERV.	3	3	0.8	40.0	17.9	15.6	19.1	13.5	19.0	300	2
09	SERVICES-NON-PROFIT	4	22	0.8	38.5	16.0	15.6	19.5	14.2	19.2		0
800	MED., DEN. & HEALTH SERV.	1	19	0.7	40.0	15.7	15.6	16.2	12.1	18.3		0
860	NON-PROFIT MEM. ORG.	2	2	1.0	38.7	18.4	17.3	19.5	15.3	20.9		0
10	EDUCATIONAL SERVICES	1	2	1.0	37.5	16.6	16.6	16.6	14.5	21.8		0
822	COLL., UNIV., PROF.	1	2	1.0	37.5	16.6	16.6	16.6	14.5	21.8		0
11	GOVERNMENT	1	6	0.8	40.0	20.0	15.5	22.6	15.1	23.4		0
930	LOCAL GOVERNMENT	1	6	0.8	40.0	20.0	15.5	22.6	15.1	23.4		0
12	CONSTRUCTION AND MINING	1	35	1.0	40.0	18.0	18.0	18.0	17.4	27.9		0
15	OTHER	1	8	1.0	40.0	16.4	15.2	19.2	12.3	21.8		0
999	OTHER	1	8	1.0	40.0	16.4	15.2	19.2	12.3	21.8		0

JOB CODE: 84
 TITLE: ADMINISTRATIVE SECRETARY
 DESCRIPTION:

WORKS WITH A GROUP OF PRINCIPALS AS PART OF A TEAM UNDER THE DIRECTION OF AN ADMINISTRATIVE SUPPORT SUPERVISOR OR MANAGER. RESPONSIBILITIES INCLUDE SUCH SUPPORT FUNCTIONS AS FILING, PHOTOCOPYING, MAINTAINING CALENDARS, RECORDS AND LISTS AND PROVIDING SPECIAL SECRETARIAL SERVICES.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES [\$1000s/YR]			AVG. SALARY RANGES [\$1000s/YR]		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	42	278	0.9	38.6	16.1	10.3	32.0	14.2	20.8	525	16
NORTHEASTERN STATES	15	172	0.9	37.2	15.9	10.9	26.0	15.4	20.8	513	15
SOUTHEASTERN STATES	3	11	0.9	39.7	13.8	12.5	15.1	12.5	17.9		0
NORTH CENTRAL STATES	4	10	0.9	37.5	15.1	14.6	17.0	14.0	20.0		0
SOUTH CENTRAL STATES	12	55	0.9	39.2	17.4	10.3	32.0	14.2	22.2	700	1
WESTERN STATES	8	30	0.9	40.0	15.9	12.0	22.0	12.8	19.7		0
METROPOLITAN AREA											
ALBANY AREA, NY	1	4	0.8	35.0	14.8	14.8	14.8	12.0	21.0		0
BATON ROUGE AREA, LA	2	7	0.8	40.0	14.8	11.8	17.8	13.0	22.0		0
COLUMBUS AREA, OH	2	8	0.9	37.5	14.7	14.6	15.3	13.5	17.5		0
DALLAS AREA, TX	4	36	0.9	38.7	18.2	14.5	22.0	14.9	23.4	700	1
DENVER AREA, CO	1	7	1.0	40.0	15.1	14.2	15.9	13.9	19.7		0
GREENSBORO AREA, NC	1	8	1.0	40.0	14.2	13.2	15.1	12.9	18.8		0
LOS ANGELES AREA, CA	1	2	0.9	40.0	22.0	22.0	22.0				0
NEWARK AREA, NJ	2	5	0.8	40.0	21.0	18.3	22.8	17.0	24.8		0
PHOENIX AREA, AZ	1	2	1.0	40.0	21.2	20.9	21.5	18.0	24.0		0
PITTSBURGH AREA, PA	1	2	1.0	37.5	16.7	16.1	17.3	14.3	18.3		0
PORTLAND AREA, OR	2	12	0.9	40.0	15.9	12.5	20.0	12.7	20.6		0
READING AREA, PA	1	17	0.8	37.5	15.0	12.6	17.2	12.3	17.7		0
SAN FRANCISCO AREA, CA	2	2	0.9	40.0	19.1	18.0	20.2	15.5	21.0		0
SEATTLE AREA, WA	1	8	1.0	40.0	13.8	13.0	15.1	11.3	19.2		0
ST. LOUIS AREA, MO	2	2	0.7	40.0	12.6	10.3	14.8	9.4	13.5		0
TAMPA AREA, FL	1	2	0.6	37.5	13.0	13.0	13.0	12.7	16.0		0
TRENTON AREA, NJ	1	73	1.0	37.5	15.9	14.2	17.3	13.3	18.6		0
TUCSON AREA, AZ	1	4	0.9	40.0	12.8	12.0	14.0	12.0	15.0		0
UTICA AREA, NY	2	55	1.0	40.0	13.8	10.9	14.0	10.6	15.5		0
WASHINGTON DC AREA	6	15	0.9	35.0	22.9	16.0	26.0	20.2	25.3	513	15

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (\$1000s/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	2	12	0.9	40.0	16.6	13.2	22.8	14.5	21.1		0
200	FOOD & KINDRED PROD.	1	4	0.8	40.0	21.4	18.3	22.8	17.4	25.2		0
220	TEXTILE MILL PRODUCTS	1	8	1.0	40.0	14.2	13.2	15.1	12.9	18.8		0
02	MANUF.--DURABLE GDS.	2	3	1.0	40.0	20.1	17.8	21.5	17.0	25.0		0
390	MISCELLANEOUS	2	3	1.0	40.0	20.1	17.8	21.5	17.0	25.0		0
04	UTILITIES	3	21	0.8	40.0	18.3	14.5	20.2	13.4	22.3		0
481	TELEPHONE	2	20	0.8	40.0	18.2	14.5	20.2	13.2	22.3		0
06	FINANCE	5	93	0.8	37.9	15.8	12.5	20.9	12.6	18.1		0
600	BANKING	4	92	0.8	37.8	15.8	12.5	20.9	12.5	17.9		0
08	SERVICES-PROFIT	13	30	0.9	37.1	18.7	10.3	26.0	16.7	21.4	525	16
738	ACC., AUD. & BKPG. SERV.	2	2	0.9	40.0	13.4	10.3	16.5	12.3	18.5		0
810	LEGAL SERVICES	7	17	0.9	35.3	22.8	16.0	26.0	20.2	25.3	513	15
891	ENGIN. & ARCH. SERV.	2	9	1.0	40.0	12.3	10.9	14.0	11.3	15.3		0
09	SERVICES-NON-PROFIT	6	82	1.0	38.2	15.0	14.0	22.0	15.2	21.8		0
800	MED., DEN. & HEALTH SERV.	1	50	0.8	40.0	14.0	14.0	14.0	10.7	15.0		0
860	NON-PROFIT MEM. ORG.	3	24	1.0	38.3	17.1	14.2	22.0	15.6	22.7		0
895	RELIGIOUS ORGANIZATIONS	1	7	0.8	35.0	14.6	14.6	14.6	13.5	14.6		0
829	EDUC. SERV., OTHER	1	2	0.6	37.5	13.0	13.0	13.0	12.7	16.0		0
11	GOVERNMENT	4	22	0.8	39.7	15.2	11.8	20.0	12.6	20.7		0
920	STATE GOVERNMENT	2	10	0.8	39.2	14.5	11.8	17.8	12.5	20.9		0
930	LOCAL GOVERNMENT	2	12	0.9	40.0	15.9	12.5	20.0	12.7	20.6		0
15	OTHER	1	8	1.0	40.0	13.8	13.0	15.1	11.3	19.2		0
999	OTHER	1	8	1.0	40.0	13.8	13.0	15.1	11.3	19.2		0

JOB CODE: 91
 TITLE: DATA PROCESSING MANAGER
 DESCRIPTION:

RESPONSIBLE FOR ALL DATA PROCESSING OPERATIONS ACTIVITIES, INCLUDING COMPUTER OPERATIONS, DATA ENTRY, DATA CONTROL AND OPERATION SUPPORT. ASSIGNS PERSONNEL TO PROJECTS AND DIRECTS THEIR ACTIVITIES; REVIEWS AND EVALUATES THEIR WORK AND PREPARES PERFORMANCE REPORTS. ADVISES SUBORDINATES ON ADMINISTRATIVE POLICIES AND PROCEDURES, TECHNICAL PROBLEMS, PRIORITIES AND METHODS. CONSULTS WITH PERSONNEL IN OTHER DATA PROCESSING SECTIONS TO COORDINATE ACTIVITIES. PREPARES ACTIVITY AND PROGRESS REPORTS REGARDING THE DATA PROCESSING OPERATIONS SECTION.

GEOGRAPHIC REGION		NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES [\$1000s/YR]			AVG. SALARY RANGES [\$1000s/YR]		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES		15	17	0.9	39.5	44.3	25.0	59.9	35.8	52.4	4000	1
NORTHEASTERN STATES		8	10	0.9	40.6	47.8	25.0	59.9	39.6	57.6		0
NORTH CENTRAL STATES		4	4	0.9	38.2	38.3	36.8	39.3	27.3	40.1		0
SOUTH CENTRAL STATES		2	2	0.9	39.6	47.0	41.0	53.0	37.1	57.9	4000	1
METROPOLITAN AREA												
BOSTON AREA, MA		1	2	1.0	37.5	48.0	48.0	48.0	38.8	58.2		0
NEWARK AREA, NJ		1	2	0.8	40.0	55.5	51.2	59.9	50.2	75.5		0
PITTSBURGH AREA, PA		2	2	1.0	38.7	47.0	38.1	55.9	35.2	56.0		0
IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES [\$1000s/YR]			AVG. SALARY RANGES [\$1000s/YR]		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	3	4	0.9	38.7	50.0	33.0	59.9	43.1	62.1		0
200	FOOD & KINDRED PROD.	2	3	0.8	38.3	48.0	33.0	59.9	43.5	62.0		0
06	FINANCE	4	4	0.9	40.0	42.4	25.0	55.4	33.6	47.9		0
07	INSURANCE	2	2	0.9	36.5	39.2	39.0	39.3	30.7	52.0		0
09	SERVICES-NON-PROFIT	2	2	0.8	39.2	38.0	38.0	38.0	23.7	39.5		0
10	EDUCATIONAL SERVICES	1	2	1.0	37.5	48.0	48.0	48.0	38.8	58.2		0
822	COLL., UNIV., PROF.	1	2	1.0	37.5	48.0	48.0	48.0	38.8	58.2		0
11	GOVERNMENT	2	2	0.9	45.0	43.5	42.5	44.5	37.2	46.7		0

JOB CODE: 92
 TITLE: DATA PROCESSING SUPERVISOR
 DESCRIPTION: 92

SUPERVISES THE ACTIVITIES OF DATA PROCESSING OPERATIONS PERSONNEL.
 USUALLY HAS AUTHORITY TO HIRE, FIRE, PROMOTE PERSONNEL. FOLLOWS SET
 POLICY LEVEL DIRECTION REGARDING STANDARDS, BUDGETARY CONSTRAINTS,
 ETC.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (\$1000s/YR)	NO. BONUSES REPORTED
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	11	14	0.8	39.0	30.9	20.5	46.0	28.3	42.7	4000	1
NORTHEASTERN STATES	6	9	0.8	39.4	34.4	26.0	46.0	31.0	45.1		0
NORTH CENTRAL STATES	2	2	0.9	36.5	22.4	22.4	22.5	19.6	30.4		0
SOUTH CENTRAL STATES	2	2	1.0	39.4	27.4	20.5	34.2	26.2	42.7	4000	1

METROPOLITAN AREA

BOSTON AREA, MA	2	3	0.8	38.7	30.4	27.1	32.0	27.2	35.2		0
NEWARK AREA, NJ	1	3	0.7	40.0	42.1	36.8	46.0	37.8	56.8		0

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (\$1000s/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	2	4	0.8	40.0	40.2	34.5	46.0	35.7	53.7		0
200	FOOD & KINDRED PROD.	1	3	0.7	40.0	42.1	36.8	46.0	37.8	56.8		0
07	INSURANCE	3	3	0.9	36.9	23.6	22.4	26.0	20.4	31.1		0
10	EDUCATIONAL SERVICES	1	2	1.0	37.5	32.0	32.0	32.0	28.8	43.2		0
822	COLL., UNIV., PROF.	1	2	1.0	37.5	32.0	32.0	32.0	28.8	43.2		0

JOB CODE: 93
 TITLE: SENIOR DATA PROCESSING OPERATOR
 DESCRIPTION:

OPERATES A CENTRAL COMPUTER TERMINAL UNDER GENERAL SUPERVISION. CAN GRASP OPERATING INSTRUCTIONS TO DETERMINE SYSTEM SET-UP AND RUN OPERATION. MONITORS THE CONSOLE PANEL, STORAGE DEVICES, PRINTERS AND OTHER PERIPHERALS TO PINPOINT SYSTEM OR PROGRAM MALFUNCTION. FOLLOWS STANDARD PROCEDURES TO ARRANGE SEQUENCE OF JOB STEPS TO CONTINUE OPERATIONS IN NORMAL OR MALFUNCTION MODE. CONFERS WITH TECHNICAL SPECIALISTS OR MANAGERS WHEN MALFUNCTION REQUIRES A MAJOR CHANGE IN PROCEDURES. KEEPS RECORDS ON SYSTEM PERFORMANCE AND PRODUCTION.

GEOGRAPHIC REGION	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (\$1000s/YR)	NO. BONUSES REPORTED
					AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES	23	72	0.9	38.7	19.4	12.9	25.6	17.1	24.4	2731	8
NORTHEASTERN STATES	10	41	0.9	38.6	18.2	13.0	24.6	16.8	23.7	800	1
SOUTHEASTERN STATES	2	3	0.9	38.5	20.3	17.2	21.8	14.8	20.9	250	1
NORTH CENTRAL STATES	4	8	0.8	38.8	16.2	12.9	17.4	14.0	19.5		0
SOUTH CENTRAL STATES	4	16	0.9	38.7	23.4	15.5	25.6	19.9	29.7	3467	6
WESTERN STATES	3	4	1.0	40.0	20.1	17.9	22.4	16.9	25.3		0
METROPOLITAN AREA											
ALBANY AREA, NY	1	8	0.9	35.0	17.3	17.3	17.3	15.0	19.5		0
BALTIMORE AREA, MD	1	6	1.0	40.0	21.2	20.5	22.5	17.1	26.5		0
BATON ROUGE AREA, LA	1	8	1.0	40.0	25.6	25.6	25.6	18.0	33.4		0
BOSTON AREA, MA	1	6	0.8	40.0	21.9	18.2	24.6	20.1	23.1		0
COLUMBUS AREA, OH	2	4	0.8	38.7	15.0	12.9	17.0	13.3	18.3		0
DENVER AREA, CO	1	2	0.7	40.0	16.1	15.5	16.6	13.9	19.7		0
HARTFORD AREA, CT	2	3	0.9	37.9	17.5	16.8	18.0	16.3	25.3	800	1
INDIANAPOLIS AREA, IN	1	3	1.0	37.9	17.4	17.4	17.4	15.9	23.8		0
LOUISVILLE AREA, KY	1	2	0.8	37.0	21.8	21.8	21.8	16.1	21.8	250	1
NEWARK AREA, NJ	1	4	1.0	40.0	18.9	13.0	22.0	20.1	29.2		0
PITTSBURGH AREA, PA	1	2	0.9	37.5	17.0	16.1	17.9	15.1	20.2		0
PORTLAND AREA, OR	1	2	1.0	40.0	21.1	19.8	22.4	18.4	28.9		0
READING AREA, PA	1	8	0.9	37.5	15.6	13.3	18.6	14.2	20.9		0
TULSA AREA, OK	1	5	0.9	38.7	23.9	23.5	24.9	23.5	35.3	4000	5
UTICA AREA, NY	1	2	0.9	40.0	15.5	15.5	15.5	12.8	19.2		0

IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS [DOLLARS/YR]	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	2	5	0.96	39.0	20.1	13.0	25.0	21.1	29.4		0
200	FOOD & KINDRED PROD.	2	5	0.96	39.0	20.1	13.0	25.0	21.1	29.4		0
02	MANUF.--DURABLE GDS.	2	9	0.95	40.0	24.7	17.9	25.6	16.5	27.2		0
390	MISCELLANEOUS	2	9	0.95	40.0	24.7	17.9	25.6	16.5	27.2		0
04	UTILITIES	1	6	0.84	40.0	21.9	18.2	24.6	20.1	23.1		0
491	ELEC. COMP. & SYS.	1	6	0.84	40.0	21.9	18.2	24.6	20.1	23.1		0
06	FINANCE	4	19	0.91	38.8	17.1	12.9	22.5	14.7	22.0		0
600	BANKING	1	8	0.90	37.5	15.6	13.3	18.6	14.2	20.9		0
602	COMM. & STOCK SVGS. BANKS	1	6	1.00	40.0	21.2	20.5	22.5	17.1	26.5		0
603	MUTUAL SVGS. BANKS	1	2	0.90	40.0	15.5	15.5	15.5	12.8	19.2		0
612	SVGS. & LOAN ASSOC.	1	3	0.80	40.0	14.3	12.9	15.7	12.5	18.7		0
07	INSURANCE	4	8	0.92	37.7	18.6	16.8	21.8	16.2	24.3	525	2
630	INSURANCE CARRIERS	2	4	0.90	38.0	17.5	17.4	18.0	16.5	25.9	800	1
631	LIFE INSURANCE	2	4	0.93	37.6	19.6	16.8	21.8	16.0	23.2	250	1
08	SERVICES-PROFIT	2	6	0.88	38.1	22.9	18.0	24.9	22.3	32.5	3466	6
737	DP SERV., SOFTWARE CO.	1	5	0.90	38.7	23.9	23.5	24.9	23.5	35.3	4000	5
09	SERVICES-NON-PROFIT	3	5	0.78	38.0	16.6	15.5	17.9	14.7	19.4		0
860	NON-PROFIT MEM. ORG.	2	4	0.80	38.7	16.5	15.5	17.9	14.5	20.0		0
10	EDUCATIONAL SERVICES	1	2	0.80	35.0	16.3	16.3	16.3				0
822	COLL., UNIV., PROF.	1	2	0.80	35.0	16.3	16.3	16.3				0
11	GOVERNMENT	3	11	0.98	38.7	18.0	17.2	22.4	16.3	24.3		0
920	STATE GOVERNMENT	2	9	0.95	37.5	17.3	17.2	17.3	14.2	19.7		0
930	LOCAL GOVERNMENT	1	2	1.00	40.0	21.1	19.8	22.4	18.4	28.9		0

JOB CODE: 94
 TITLE: DATA PROCESSING OPERATOR
 DESCRIPTION:

UNDER DIRECT OR GENERAL SUPERVISION, ASSISTS IN MONITORING AND CONTROLLING A COMPUTER AND PERFORMS ROUTINE TASKS. MAY OPERATE AUXILIARY EQUIPMENT. WITH GUIDANCE, IS COMPETENT IN SEVERAL PHASES OF DATA PROCESSING OPERATIONS.

GEOGRAPHIC REGION		NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
TOTAL UNITED STATES		13	32	0.9	39.0	15.4	10.0	21.0	14.7	21.5	1932	3
NORTHEASTERN STATES		4	11	0.9	38.8	16.0	11.7	20.2	15.1	22.2	700	1
SOUTHEASTERN STATES		3	9	1.0	39.6	12.9	11.7	13.8	12.2	17.6	1097	1
SOUTH CENTRAL STATES		3	9	0.9	39.0	17.1	15.8	20.7	17.3	26.8	4000	1
METROPOLITAN AREA												
BATON ROUGE AREA, LA		1	5	1.0	40.0	15.8	15.8	15.8	15.0	27.1		0
NEWARK AREA, NJ		1	4	1.0	40.0	19.0	18.0	20.2	18.3	26.5		0
READING AREA, PA		1	5	0.9	37.5	13.7	11.7	15.4	12.3	17.7		0
TAMPA AREA, FL		1	7	1.0	40.0	12.7	11.7	13.8	11.7	17.3		0
TULSA AREA, OK		2	4	0.9	38.7	18.7	18.0	20.7	17.8	26.7	4000	1
IND. CODE	INDUSTRY	NO. COMP.	NO. EMP.	AVG. CORR.	HRS./ WEEK	ANNUAL SALARIES (\$1000s/YR)			AVG. SALARY RANGES (\$1000s/YR)		AVG. ANNUAL BONUS (DOLLARS/YR)	NO. BONUSES REPORTED
						AVG.	LOW	HIGH	LOW	HIGH		
01	MANUF.--NON DURABLE GDS.	2	5	1.0	39.0	19.4	18.0	21.0	18.6	26.2		0
200	FOOD & KINDRED PROD.	2	5	1.0	39.0	19.4	18.0	21.0	18.6	26.2		0
02	MANUF.--DURABLE GDS.	2	6	0.9	40.0	15.4	13.7	15.8	14.6	23.2		0
390	MISCELLANEOUS	1	5	1.0	40.0	15.8	15.8	15.8	15.0	27.1		0
06	FINANCE	2	6	0.9	38.0	13.7	11.7	15.4	12.4	18.0		0
600	BANKING	1	5	0.9	37.5	13.7	11.7	15.4	12.3	17.7		0
07	INSURANCE	2	2	0.9	37.5	14.4	13.7	15.0	14.3	21.9	899	2
08	SERVICES-PROFIT	3	5	0.9	39.0	17.0	10.0	20.7	16.3	24.4	4000	1
737	DP SERV., SOFTWARE CO.	2	4	0.9	38.7	18.7	18.0	20.7	17.8	26.7	4000	1
11	GOVERNMENT	2	8	1.0	40.0	13.3	11.7	17.5	12.4	17.9		0
920	STATE GOVERNMENT	1	7	1.0	40.0	12.7	11.7	13.8	11.7	17.3		0